

BYLAW 25. REQUIREMENT FOR COACHES AND OTHERS WORKING WITH HIGH SCHOOL TEAMS INCLUDING ATHLETIC DIRECTORS

Sec. 1) DEFINITIONS

a) Level 1 Coaches

An individual seeking a coaching position (or performing duties commensurate with a coaching position) at the high school shall be categorized as Level 1 if that individual is a certified teacher and member of the regular school system faculty and meets the following criteria prior to assignment to coaching duties:

- (1) Is employed a minimum of three (3) regular periods for teaching classes, which may include physical education;
- (2) Is employed for supervision of study halls; or
- (3) Is exercising responsibilities in other activity assignments within the school schedule.

b) Level 2 Coaches

An individual seeking a coaching position (or performing duties commensurate with a coaching position) at the high school shall be categorized as Level 2 if that individual meets the following criteria prior to assignment to coaching duties and does not meet the qualifications of Level 1:

- (1) Shall be a high school graduate and 21 years of age as detailed in KRS 156.070(f)(2);
- (2) Shall not be a violent offender or convicted of a sex crime as defined by KRS 17.165 that is classified as a felony;
- (3) Shall submit to a criminal record check under KRS 160.380;
- (4) Shall meet one of the following additional qualifications:
 - a. Have graduated from a public or accredited high school and hold a provisional or standard teaching certificate;
 - b. Have completed sixty-four semester hours of college credit from an accredited college or university as documented by an official transcript;
 - c. Be a graduate from a public or accredited high school and be in compliance with the local district standards for serving as an approved substitute teacher as approved by the Education Professional Standards Board; or
 - d. Be a graduate from a public or accredited high school and complete all Board of Control prescribed electives as detailed. Level 2 coaches approved under this shall complete these requirements prior to coaching in the first interscholastic contest; and
- (5) Prior to assuming duties, Level 2 coaches shall successfully complete training required and provided by the local school district. The training shall include information on the physical and emotional development of students of the age with whom the Level 2 coach will be working, the district's and school's discipline policies, procedures for dealing with discipline problems, and safety and first aid training. Follow up training shall be provided as locally required.

c) Head Coach

As referred in this regulation, the head coach at the high school level shall be the head varsity coach designated by the school or Board of Education unless otherwise noted in the bylaw.

d) Athletic Director

As referred in this regulation, the Athletic Director is a classified or certified position or contractor hired to oversee work related to the interscholastic athletic program.

Sec. 2) HIRING AND EMPLOYMENT REQUIREMENTS FOR COACHING POSITIONS AT THE HIGH SCHOOL LEVEL

a) Required Level

Level 1 or 2 individuals (head and assistant) may be assigned as the head or assistant coach or assigned duties commensurate with those of someone designated as a coach in any sport or sport-activity.

b) KHSAA Member School Obligations in Hiring

- (1) The Superintendent shall ensure that all assignments for coaching duties comply with all applicable state and local policies.
- (2) The hiring process shall ensure that in considering those individuals seeking coaching duties, the most qualified individual shall be assigned.
- (3) In considering qualifications, the qualifications desired for the position, the references, interviews and experience of

those seeking the duties, and the education background shall be considered.

- (4) If a coaching announcement is posted by the district, the determination of qualifications shall be in compliance with that announcement.

c) Compensation for Coaches at the High School Level

Any person assigned to coaching duties at any level (grades 9-12) shall be duly employed through the respective board of education and the entire coaching salary shall be paid through that board in accordance with local Board of Education policy.

Sec. 3) POST HIRE REQUIREMENTS AND REQUIREMENTS FOR CONTINUING COACHING DUTIES

a) C.P.R. and AED Training for Coaches at the High School Level

- (1) All coaches (head and assistant, paid or unpaid) at any level in all sanctioned sports and sport-activities shall provide documentation of successful completion and current certification of a C.P.R. course including the use of an Automatic External Defibrillator and the requisite First Aid Training, conducted by an instructor or program approved by a college or University, the American Red Cross, American Heart Association or other bona fide accrediting agency that is approved by the KHSAA based upon industry standards.
- (2) Initial certification shall use in-person instruction and certification shall be timely and appropriately updated as required by the approving agency.

b) Coaches Education Program for Coaches at the High School Level

- (1) The NFHS Fundamentals of Coaching Course is the approved coaching education program in Kentucky while for those coaches hired prior to 2008-2009, the American Sport Education program is the approved coaching education program in Kentucky.
- (2) The cost of attending/completing course shall be the responsibility of the individual coach(es).
- (3) Local school districts or local schools may, upon successful completion of all coaching education requirements including all examinations, reimburse the coaches for the expense of attending the course.
- (4) Level 1 individuals assigned to coaching duties (head or assistant, paid or unpaid), who are hired as a member of the school system faculty for the first time following the 1995-96 school year shall take and complete all requirements as detailed in subsection b(1) above prior assuming coaching duties at any practice or contest.
- (5) Level 2 individuals (Sec. 1, subsection b(4)) assigned to coaching duties (head or assistant, paid or unpaid) shall take and complete all requirements for the NFHS Fundamentals of Coaching Course as detailed in subsection b(1) prior to assuming coaching duties at any practice or contest.
- (6) The penalty for noncompliance with this section and failure to hold current valid completion credentials shall be immediate suspension from coaching duties or other penalty under Bylaw 27.

c) Sports Safety Training and Medical Symposium Updates for Coaches at all Interscholastic Levels

- (1) Each coach (head and assistant, paid or unpaid) at all levels (grades 9-12) shall be required to complete a sports safety course and medical symposium update consisting of training on how to prevent common injuries.
- (2) All member schools of the KHSAA shall pay the necessary expenses of coaches for the required attendance at the sanctioned sports safety course and sports medicine symposium update.
- (3) The course shall meet the following criteria:
 - a. The content of the course shall include the elements specified in KRS 160.445 including the risk of concussion and head injury;
 - b. The course elements shall be taught by a Certified Athletic Trainer, Registered Nurse, Physician or Physician's Assistant licensed to practice in Kentucky; and
 - c. Each coach having completed the course shall re-certify by taking the course not less than once every two (2) years.
- (4) Successful completion of the course shall constitute a passing score.

(5) Each coach (head or assistant, paid or unpaid) of a sport or sport-activity at all interscholastic levels shall have successfully completed the sports safety course and medical symposium update prior to assuming coaching duties at any practice or contest.

(6) The penalty for noncompliance with this section and failure to hold current valid completion credentials shall be immediate suspension from coaching duties or other penalty under Bylaw 27.

d) KHSAA Rules Clinic for Coaches at the High School Level

(1) All coaches (head and assistant, paid or unpaid) shall annually attend/complete at least one rules interpretation clinic conducted by representatives of the KHSAA in the sport in which they coach and the school desires to enter a team in postseason play, provided these clinics are conducted under the authorization of the Commissioner.

(2) The penalty for noncompliance with this section shall be suspension from coaching duties in all contests for a period not to exceed one year or any penalty otherwise included in Bylaw 27.

e) Continual Education and Improvement

As approved by the school or school system, each coach shall be required to demonstrate attendance and participation in continual improvement activities involving the teaching of skills and tactics, evaluation of opponents, and opportunities for adaptation of updated systems to enhance the student participation experience.

Sec. 4) HIRING AND EMPLOYMENT REQUIREMENTS FOR ATHLETIC DIRECTORS AT THE HIGH SCHOOL LEVEL

a) All persons designated as high school Athletic Directors shall comply with any adopted regulations as governed by the local Board of Education.

b) Compensation for Athletic Directors at the High School Level
Any person assigned to duties as an Athletic Director at the high school level (grades 9-12) shall be duly employed through the respective board of education and the entire salary shall be paid through that board in accordance with local Board of Education policy.

Sec. 5) POST HIRE REQUIREMENTS AND REQUIREMENTS FOR CONTINUING DUTIES AS AN ATHLETIC DIRECTOR

a) Continual Education and Improvement for Athletic Directors hired for the first time prior to August 1, 2016:

(1) Each Athletic Director shall be required to annually demonstrate attendance and participation in continual improvement activities involving twelve (12) hours of educational programs validated by local board approved credit and produced by:

- a. The Kentucky High School Athletic Association;
- b. the Kentucky High School Athletic Directors Association;
- c. The National Interscholastic Athletic Administrators Association; or
- d. The Kentucky Department of Education.

b) Continual Education and Improvement for Athletic Directors hired for the first time after August 1, 2016:

(1) For the first three years holding the position of Athletic Director, each Athletic Director shall be required to annually demonstrate attendance and participation in continual improvement activities involving eighteen (18) hours of educational programs validated by local board approved credit and produced by:

- a. the Kentucky High School Athletic Association;
- b. the Kentucky High School Athletic Directors Association;
- c. the National Interscholastic Athletic Administrators Association; or
- d. The Kentucky Department of Education.

(2) After completing three years holding the position of Athletic Director, each Athletic Director shall be required to annually demonstrate attendance and participation in continual improvement activities involving twelve (12) hours of educational programs validated by local board approved credit and produced by:

- a. The Kentucky High School Athletic Association;
- b. The Kentucky High School Athletic Directors Association;
- c. The National Interscholastic Athletic Administrators

- Association; or
- d. The Kentucky Department of Education.

Case BL-25-1- What is coaching as used in Bylaw 25?

Coaching is defined as any activity by the coach at a time the athletes are participating in skills (either preparatory or specific to that sport) in a setting in which skills are taught, refined, or practiced. Coincident participation by a coach and an athlete in a sport such as a golf outing, where the coach and athlete(s) are not entered as a entry or group, or in an activity such as distance running with many runners but no direct coaching, would not specifically be considered coaching.

Case BL-25-2- What is a Coach as referred in Bylaw 25?

Coaching is the teaching, training, development or execution of specific processes, including any and all skills, tactics, techniques or strategies, by which an individual attempts to improve the individual or a team's ability to perform in sports or sport-activity competition.

It is not required that the teaching, training, development or execution be solely specific to the skills and tactics of the sport, but could also include position specific training, overall physical conditioning training or general aspects applicable to all sports. Individuals who perform these functions specifically on behalf of the coach or school, even at outside venues, shall be considered to be coaching.

Any person, paid or unpaid, that performs these functions is considered a coach.

This includes specialized instructors such as hitting and catching coaches, cheer or dance instructors, goalie coaches and other individuals who are providing instruction.

All persons meeting these definitions of a coach are subject to the restrictions and requirements of Bylaw 25.

Case BL-25-3- What is a Head Coach as referred in Bylaw 25?

The Head Coach is the head varsity coach for each sport unless stated specifically within the provision of the rule. A person's designation as "head junior varsity coach" is simply an assistant coach within the varsity team with respect to this rule.

Case BL-25-4- Are Sport-Activities coaches required to meet the requirements of Bylaw 25?

Yes. All requirements within Bylaw 25 also apply to Archery, Bass Fishing, Bowling, Competitive Cheer and Dance coaches.

Case BL-25-5- What restrictions are in place for those individuals that a school chooses to utilize (not as a coach) who do not meet the provisions of a Level 1 coach or a Level 2 coach, whether paid or not paid?

Persons assigned to duties as assistants within the program shall be limited to the following responsibilities upon approval of such assignment by the proper school authorities and in compliance with all adopted regulations.

This shall not preclude any person qualifying as a Level 1 or Level 2 coach from performing these tasks:

(1) Under the supervision of a Level 1 or 2 coach, persons not meeting the provisions of a Level 1 or 2 coach can assist with the program by:

- a. Helping develop plans for daily and long range athletic activities;
- b. Helping guide participants towards a harmonious team spirit;
- c. Alerting the coaches to the special needs of individual athletes;
- d. Providing assistance with supervision of athletes during periods of team travel;
- e. Recommending the purchase of equipment, supplies, and uniforms as appropriate for the health, safety, and welfare of student-athletes; and
- f. Performing other non-coaching duties assigned by the principal, athletic director.

(2) No person other than those employed as a Level 1 or 2 coach shall be allowed to participate in any supervisory capacity with interscholastic Sport or Sport-Activity teams, perform any other "coaching duty" as prescribed by the playing rules within a sport, nor shall any otherwise qualified person

exceed his respective duties as set forth in this Bylaw.

Case BL-25-6- What elective courses are required by the Board of Control for those coaches with less than sixty-four (64) hours of college as stipulated in Bylaw 25, Sec. 1(b)(4)(d)?

In addition to the base requirements including age, high school graduation, background check, sports safety course and NFHS Fundamentals of Coaching, the following elective courses shall be required prior to the first contest:

(1) Completed the following courses via www.nfhslearn.com:

- a. Engaging Effectively with Parents,
- b. Teaching and Modeling Behavior,
- c. Teaching Sports Skills OR a sports specific course, and
- d. Concussions in Sports; and

(2) Additional requirements as may be specified by the local school board.

Case BL-25-7- Is it permissible for a person who is employed in one district, but serves as a full-time teacher in another district, to be employed to coach?

Yes. This person can be hired. However it should be noted that if these schools were not in the same school district under the same Board of Education, this person would be considered a Level 2 coach for the purposes of this bylaw.

Case BL-25-8- Is it permissible for a coach at a high school level team to coach another level within the school district outside of the Limitation of Seasons for the sport?

Yes. As hiring decisions are to be made at the local level, any provisions preventing a coach from being involved with his/her own players in play outside of the high school team DO NOT APPLY to other levels of play where the coach is hired by the same local Board of Education for interscholastic play. For example, the high school coach (any member of the staff) COULD be hired to coach the middle school basketball team within the same local Board of Education, even if a member of that middle school team had played on the high school level (freshmen, junior varsity or varsity).

Schools are cautioned that involving school coaches with nonhigh school teams, particularly in middle schools which feed more than one high school, should be monitored to ensure that problems related to Bylaw 16 (Recruitment) do not surface due to this coaching.

Case BL-25-9- What restrictions are in place for schools who hire coaches who are retiring as teachers but want to remain in coaching?

Individuals retiring from service to Kentucky schools, either as members of the Kentucky Teachers Retirement System, or the Kentucky Employees Retirement System, should consult the system with regard to re-employment provisions. Certified employees will need to have a KTRS Form E30 approved, which can only be done post-retirement, in order to comply with the regulations of the system. In addition, school representatives should note that a retired coach who is no longer teaching in the district becomes a Level 2 Coach and is required (if not already completed) to successfully complete the Coaching Education program and other Level 2 requirements.

Case BL-25-10- Does retiring, resigning or otherwise being relieved of coaching duties waive any of the requirements for coaching if the coach is later asked to come back into coaching in that sport at that school?

No. A coach resigning, retiring or being otherwise relieved of coaching following a sports season does not relieve himself/herself of the responsibilities such as medical symposium attendance if in fact they are rehired for the following year.

Case BL-25-11- Does the KHSAA have regulations regarding job postings for the hiring of coaches?

No. Bylaw 25 includes the requirements for those holding positions, but hiring, posting and employment policies are established at the local school district level. Schools shall comply with published rules on all postings within the district, as well as all other KDE hiring regulations.

Case BL-25-12- Are coaches required to be paid a salary and how do member schools hire coaches?

No, there are no salary requirements. Bylaw 25 restrictions apply whether or not the coach is paid, regardless of the level (freshmen, junior varsity, varsity). Bylaw 25 states that "any person assigned to coaching duties at any level (grades 9-12) shall be duly employed through the respective board of education, and the entire coaching salary shall be paid through such board in accordance with local Board of Education Policy." The provisions specifically address all Level 1 and Level 2 coaches. These coaches shall be designated, appointed, approved, or hired within the published policies of the Local Board of Education. Coaching salaries (including whether or not coaches are paid) are the jurisdiction of the Board of Education through the budgeting process. There may be some cases, at the discretion of the school and school system, where Level 1 or 2 coaches are appointed at no salary. This is permissible as long as they have been duly designated through the policies of the local school or Board of Education. If a salary is paid, it shall be paid entirely through the local Board of Education.

The KHSAA has no jurisdiction as to whether or not persons that are neither Level 1 nor Level 2 are used within the athletic program. Local Board of Education policies should address persons that do not meet the requirements of a Level 1 or 2 coach, and the terms and conditions of their designation shall be in accordance with applicable state law.

Case BL-25-13- Is it permissible for a coach to receive in-service credit for Sports Safety Course, Medical Symposium or Coaching Education Attendance?

This is a local district option. The Kentucky Department of Education no longer has specific approval for certain types of in-service credit. According to the department, the four basic (traditional) days and the additional five days, if part of the approved program of in-service in a district, may count in any manner approved by the local district. Such things as workshops and conferences, particularly on timely topics such as HIV and blood borne pathogen education, are not only approvable, but also encouraged by the department. The important key is the inclusion in the local district in-service or professional development program.

Case BL-25-14- What is/are the approved NFHS Coaching Education Course(s) per Bylaw 25, Sec. 3 and who has to take the coaching education course?

Per Bylaw 25, Sec. 3, all coaches at KHSAA member schools, paid or unpaid, varsity, junior varsity or freshman, are required to complete a coaching education course, with the exception of those continuously employed as a member of the school system faculty at that school since the 1995-1996 school year. This includes Level 1 head and assistant coaches (who were not on the 1995-96 faculty), and Level 2 head and assistant coaches. Whether or not the person was a coach on the staff is irrelevant to this requirement as faculty status is the determinant.

Prior to the 2008-2009 school year, the only approved coaching education course was the American Sport Education Program (ASEP, Champaign, IL) Coaching Principles Course. Results and completion records are searchable on the ASEP website and a link is also on the KHSAA website.

Beginning with the 2008-2009 school year, the required course changed to the NFHS Fundamentals of Coaching Course. This course is available online through the nfhslearn.com portal and results and completion records are searchable on the NFHSLearn.com website and a link is also on the KHSAA website.

Coaches transferring from out of state with proof of completion of either course shall be considered to have completed the course.

Case BL-25-15- If a coach has completed the Coaching Education course and changes schools or districts, do they have to re-take the course?

No. The coaching certification is a one-time certification and is not required to be repeated if all of the requirements have been completed.

Case BL-25-16- Is a school compelled to pay the required fee for a coach to take the required Coaching Education course?

No, this is a local district option. The payment (or reimbursement) of the fee is not mandatory. Districts who are paying the fee for the coaches may not reimburse the fee to the coaches until all requirements including the applicable tests, are completed.

Case BL-25-17- What is the Sports Safety Course and who is required to take the course?

HB383 of the 2009 Kentucky General Assembly required each coach to complete a Sports Safety Course in order to coach, and to remain current by taking an approved course every two years. The course shall be taught by a Medical Doctor, a Doctor of Osteopathy, Registered Nurse or Certified Athletic Trainer. A coach that has not taken and successfully completed the course will not be able to coach at practice or contests. Coaches must remain current in the requirement to be able to be at practice or competition.

Case BL-25-18- How does a GED count toward the high school graduation requirement for being a Level 2 coach?

This is a local district decision. The district may choose to recognize the GED in terms of its employment requirements or not to recognize the GED, but in the hiring of coaches, the decision of accepting or not accepting the GED as proof of graduation shall be consistent with the employment of other positions in the district.

Case BL-25-19 - What are the approved courses/ programs/meetings that allow high school athletic directors to comply with the requirements for Continuous Improvement Hours?

At press time, the list of activities that meet the requirements are as follows:

KHSAA

- Annual Meeting (4 hours)
- New Athletic Director Institute (6 hours)
- Region Meeting (Annually) (4 hours)
- Attendance and Participation at Regional Policy Board Meetings in those regions in which ALL member schools are a member of the RPB (1 hour per season (fall, winter, spring, per year)
- NIAAA Leadership Options - Foundation
 - 501 – Philosophy, Leadership Organization & Professional Programs
 - 502 – Principles, Strategies & Methods
 - 504 – Legal Issues I (Risk Management)
 - 506 – Legal Issues II (Title IX, Sexual Harassment)
 - 508 – Legal Issues III (Hazing, ADA, Employment Law)
 - 510 – Legal Issue IV (Social Media, Event Security, Participation of Transgender Student/Athlete & Other Legal Issues)
 - 511 – Concepts and Strategies for Interscholastic Budgeting and Finance

NIAAA Leadership Options - OPERATIONS AND MANAGEMENT

- 608 – Management Strategies & Organizational Techniques
- 611 – Concepts & Strategies for Interscholastic Fundraising, Marketing, Promotion and Booster Clubs
- 630 – Interscholastic Contest Management—Planning, Preparation & Methods
- 631 – Emergency Management of Interscholastic Athletic Events
- NIAAA Leadership Options - Leadership
 - 700 – Philosophy of Developmentally Appropriate Middle School Athletic Programs
 - 701 – Administration & Application of Middle School Athletic Programs
 - 703 – Student Centered Educational Athletics—Performance Beyond the X’s and O’s
 - 705 – Coach Centered Educational Athletics—A Character Based Coach to Coach Mentoring Program
 - 707 – Assessment of Interscholastic Athletic Programs & Personnel
 - 709 – Communications, Methods & Applications
 - 714 – Dealing w/Challenging Personalities
 - 719 – Leadership, Management/Supervision & Decision Making Concepts, Methods and Application

- 720 – Community Centered Educational Athletics—A Character Based Approach to Identifying and Unifying the Whole Team
- 721 – Positive Sporting Behavior—For the Love of the Game
- 723 – Administration of Professional Growth Programs for Interscholastic Athletic Personnel
- 724 – Stress: Causes, Effects and Strategies
- 799 – Standards of Excellence in Interscholastic Athletic Programs
- NFHSLearn.com
 - Module #1 (est. leadership hours—1.5)
 - NCAA Eligibility
 - Coaching Unified Sports
 - Module #2 (est. leadership hours—2.0)
 - Sports Nutrition
 - Sudden Cardiac Arrest
 - Concession in Sports
 - Heat Illness Prevention
 - Module #3 (est. leadership hours—2.0)
 - Creating a Safe and Respectful Environment
 - Engaging Effectively w/Parents
 - Social Media
 - Sportsmanship
- KHSADA Spring Conference Continuous Improvement Hours
- NIAAA LTI Concurrent Offerings