

**GUIDELINES FOR THE
COACHING REQUIREMENTS**

Regulations of the Commissioner of Education

Section 135.4 (c) (7) (i) (c)

and

Section 135.5

The University of the State of New York
THE STATE EDUCATION DEPARTMENT

2

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PURPOSE

In order to help provide a safe environment and successful experience for boys and girls who participate on interschool athletic teams, Section 135.4 (c) (7) (i) (c) of the Regulations of the Commissioner of Education pertaining to physical education include certain minimum requirements for a person to be employed as a coach of an interschool athletic team (see Appendix A). This includes all head coaches and assistants for varsity, junior varsity, freshman and junior high (modified) teams of public schools.

Many times a person who would like to coach an interschool athletic team has little or no preparation to teach sport skills and techniques. The only qualification is often the person's participation on a college or university team, coach of a community youth team or perhaps experience as a professional player. While such experience is valuable, it does not constitute an adequate preparation for coaching an interschool team as an integral part of the school physical education program. Courses in techniques of coaching specific sports are necessary for persons not trained and certified as physical education teachers.

The coach needs to possess an understanding of the social, moral and physical values inherent in secondary school athletics. The coach needs to be aware of the basic philosophy and principles of athletics as integral parts of physical education and the total educational program for children. The coach needs to know the various regulations and rules governing athletics so that the decisions a coach makes will not adversely affect the eligibility of the students or penalize students unfairly.

A man or woman who coaches an interschool team must be capable of protecting the health and well-being of the students by having knowledge of the structure and function of the human body. A coach must have a working understanding of how to properly condition athletes and prevent injuries as well as recognize, evaluate and follow the proper course of action when injuries do occur.

The course requirements in the Regulation of the Commissioner of Education are intended to provide a person with an understanding of the basic philosophy and principles of athletics in education, the health related aspects of athletics and the techniques used to coach a specific sport.

WHO SHALL MEET THE REQUIREMENTS?

Regardless of the experience or teaching certificates a person may have, State Education Law, Article (6), Section 3001b, requires that a person employed as a coach of an interschool athletic team must hold valid first aid skills and knowledge certification (minimum of 12 hours initial training, valid for 3 years); and adult CPR certification (minimum of 4 hours training, valid for 1 year). Training courses are conducted by the American Red Cross, American Heart Association, National Safety Council, and New York State Education Department approved agencies. First Aid and CPR certification must be approved prior to the first day of practice. The equivalent requirements such as sports medicine and athletic training courses are discussed later in these guidelines.

In addition to the first aid certificate, all coaches of interschool teams must meet part or all of the course requirements in a pre-service and/or in-service program. Which requirements apply to the individual coach depend upon the nature of the sport to be coached and the coach's previous experience, training and basic teaching certificate. Potential secondary school coaches may possess three different backgrounds: (1) a certified physical education teacher; (2) a teacher certified in an area other than physical education, e.g. English, mathematics; or (3) holds no teaching certificate and must qualify for a Temporary Coaching License.

The following should be noted for each type of background:

1. **Certified Physical Education Teachers.** A person who holds a valid certificate to teach physical education in New York State may coach any sport in any school, but must meet the first aid requirement prior to starting to coach.
2. **Other Certified Teachers.** Coaching a secondary school athletic team is considered teaching physical education. However, a person who holds a valid teaching certificate in an area other than physical education may also be employed to coach. The person may either complete appropriate courses or meet the provisions of the "grandfather" clause, as noted below. The "grandfather" clause qualifies a teacher under Section 80.2(c) of the Regulations of the Commissioner of Education to do incidental teaching (coaching) in an area other than the one for which the person holds a certificate.

In addition to the first aid requirement prior to starting to coach, the certified teacher must (a) complete an approved course in philosophy, principles and organization of athletics in education **within two years** from the date of employment as a coach; (b) complete a course on health sciences applied to coaching **within three years** of employment as a coach; and (c) also, **within that same three years**, complete a course on theory and techniques of coaching the sport or sports for which he/she is employed. A coach of a non-strenuous/non-

contact sport is not required to take the last two courses on health sciences or theory and techniques courses (see Appendix B - Course Outlines).

An extension of up to **two additional years** to complete the last two courses may be obtained if there is sufficient reason given for an extension (see Appendix C - Application Form for an Extension).

A certified teacher in New York State, appointed by a board of education as a coach at a New York State secondary public school prior to September 1, 1974, qualified for a "grandfather clause". A teacher may be appointed to coach **any** sport in the school district where he or she is under contract as a classroom teacher and only needs to meet the first aid requirement in order to continue coaching **in that school district**. A teacher who qualifies for the "grandfather clause" may continue to coach any sport in the district from which he or she retired as a classroom teacher.

A certified teacher does **not** need to apply for a Temporary Coaching License.

It is the responsibility of the school administration to monitor and require certified teachers to meet all requirements to coach.

3. **Non-teacher Coaches.** A person who does not hold a current New York State teaching certificate (e.g. physical education, English, mathematics) may be employed as a **temporary coach** only if there are no certified teachers available with experience and qualifications to coach the team. The non-teacher coach must obtain a Temporary Coaching license from their school district's BOCES (Board of Cooperative Educational Services) and meet all of the same course requirements for coaching as does the certified classroom teacher. However, the non-teacher coach must have completed or be enrolled in an approved course in philosophy, principles and organization of athletics if they apply for a renewal. There is no provision for an extension of time for non-teachers to meet course requirements.

In order to obtain the initial Temporary Coaching License, **evidence of appropriate first aid certification within the past three years must be included with the application.** The appropriate fee must be submitted with **each** application (see Appendix D - Application for a Temporary Coaching License). A license to coach more than one sport can be requested on one application for a single fee. Applications for subsequent annual renewal of a Temporary Coaching License must be accompanied by evidence of satisfactory progress towards completion of the remaining coaching courses.

WHO IS RESPONSIBLE FOR COMPLIANCE AND RECORDS?

It is the responsibility of the board of education to employ only coaches who meet the requirements as outlined in the Regulations of the Commissioner of Education. The chief school officer has the responsibility to see to it that all coaches once employed by the board of education complete the necessary courses and to determine that the coaches are keeping their first aid skill and knowledge current. Each school district must keep permanent records on persons who have been and are currently coaching in the district. It is recommended that the director of physical education and athletics maintain these records. Information on the current coaching staff should be listed in the School District Plan for Physical Education.

WAYS OF MEETING THE EDUCATIONAL COURSE REQUIREMENTS FOR COACHING

The courses required to be completed will depend upon the nature of the sport being coached. In addition to the first aid requirement, a person coaching a non-contact/non-strenuous sport need only complete the philosophy, principles and organization course. This is normally a 3-credit college course or a 45-clock hour non-credit course. Persons coaching contact/strenuous sports must complete additional courses, including a 3 credit or 45 clock hour course dealing with the health related aspects of coaching and a 2 credit or 30 clock hour courses on techniques of coaching for each sport (see Appendix B - Course Outlines and Sport Categories).

Ways in which the educational requirements for coaches can be met are:

1. Complete a State Education Department-approved course for coaches offered by approved agencies: schools, leagues, BOCES, colleges, universities or other like agencies; OR
2. Obtain approval for equivalent experience in lieu of attending one or more of the courses. Applications for equivalent experience must be made to the Office of Curriculum and Instruction (see Appendix E - Coaching Requirement Application - Equivalent Experience). Approval for equivalent experience applied to the philosophy, principles and organization courses is seldom given because few people received the practical experiences of working with the specific rules, regulations and interpretations which govern athletics in New York State schools.

The State Education Department does **not** issue course credit. Credit for courses is only given by approved agencies who offer the coaching courses. Partial or full credit towards fulfillment of required courses may be given for participation in appropriate conferences, clinics, coaching schools, other courses or experiences that provide knowledge of a comparable nature. Persons who believe they can qualify for such credit should contact a local approved agency for an evaluation of their course experiences. The local agency may exempt persons from class sessions covering topics in which the person's experience is judged to be sufficient.

All coaches must be **current** in first aid prior to the first day of practice for the assigned sport. First aid for coaches can be completed through various options. Options available include the following (valid for three years for the purpose of coaching):

1. American Red Cross Responding to Emergencies; OR
2. A State Education Department-approved course on Health Sciences Applied to Coaching; OR
3. A State Education Department-approved college or university course on athletic training or sports medicine; OR
4. A State Education Department-approved In-service first aid course; OR
5. A State Education Department-approved college first aid course; OR
6. Equivalent experience attending clinics, workshops, courses or special programs approved by the Commissioner of Education.

A list of State Education Department approved in-service first aid courses is available from the Office of Curriculum and Instruction.

Insuring that all coaches continue to meet requirements for first aid after five years from the date of employment to coach an interschool team is the responsibility of the chief school officer. Every five years the chief school officer must require valid evidence that each coach has kept current with skill and knowledge of first aid.

WHO MAY OFFER APPROVED PROGRAMS

Programs may be offered by colleges and universities, two year colleges, school districts, BOCES, professional organizations, athletic leagues, section athletic councils, athletic associations or other recognized groups or agencies that have received approval from the State Education Department. Agencies or organizations wishing to offer a coaching program should make application to the Office of Curriculum and Instruction and must receive approval prior to implementation.

The materials to be submitted with requests for approval shall include:

1. A description of the content of each course, including the number of hours required per course;
2. The name of the person(s) teaching the course(s), including evidence of their competence to teach the particular courses(s);
3. A list of the resource persons and materials that will be used;
4. A statement of time allocations for each course and class session;
5. A description of the evaluation techniques to be used;
6. A statement from the agency indicating it will keep permanent records on persons who complete the courses, where the records will be kept and who will be responsible for them; and
7. A description of the procedure that will be used to determine credit for courses in lieu of attending classes.

The Office of Curriculum and Instruction maintains a list of the approved programs. Call (518) 474-5922 or write to Kent W. Gray, Associate in Physical Education, State Education Department, Room 681 EBA, Albany, New York 12234 for an updated list.

APPENDICES

Regulations of the Commissioner of Education
Section 135.4 (7) (i) (c)

Effective July 8, 1988

Coaches of Interschool Athletic Teams

(7) Basic code for extraclass athletic activities. Athletic participation in all schools shall be planned so as to conform to the following:

(1) General provisions. It shall be the duty of trustees and boards of education:

- (a)
- (b)

(c) to permit individuals to serve as coaches of interschool athletic teams, other than intramural teams or extramural teams, in accordance with the following:

(1) certified physical education teachers may coach any sport in any school;

(2) teachers with coaching qualifications and experience certified only in areas other than physical education may coach any sport in any school, provided they have completed:

(i) the first aid requirement set forth in section 135.5 of this Part; and

(ii) an approved pre-service or in-service education program for coaches or will complete such a program within three years of appointment. Such program shall include an approved course in philosophy, principles and organization of athletics which shall be completed within two years after initial appointment as a coach. Upon application to the commissioner of education, setting forth the reasons for which an extension is necessary, the period in which to complete such training may be extended to no more than five years after such appointment. Such approved programs for coaches will consist of one of the following (credits and hours vary depending upon the contact and endurance involved in the sport): a department-approved college program of from two to eight credits; or a department-approved in-service education program, conducted by schools, colleges, professional organizations or other recognized groups or agencies, from 30 to 120 clock hours; or an equivalent experience which is approved by the commissioner of education;

(3) notwithstanding the provisions of section 80.18 of this Title, other persons with coaching qualifications and experience satisfactory to the board of education may be employed as temporary coaches of interschool sport teams, when certified teachers with coaching qualifications and experience are not available, upon the issuance by the commissioner of a temporary coaching license. A temporary coaching license, valid for one year, will be issued under the following conditions:

(i) the superintendent of schools shall submit an application for a temporary coaching license, in which the inability of the district to obtain the services of a certified teacher with coaching qualifications and experience is demonstrated to the satisfaction of the commissioner;

(ii) candidates for initial temporary licensure shall have completed the first aid requirement set forth in section 135.5 of this Part prior to the first day of coaching;

(iii) candidates for the first renewal of a temporary license shall have completed or be enrolled in an approved course in philosophy, principles and organization of athletics; and

(iv) candidates for any subsequent renewal of a temporary license shall have completed or demonstrate evidence of satisfactory progress towards the completion of an approved pre-service or in-service education program for coaches which shall include an approved course in philosophy, principles and organization of athletics. Such approved programs for coaches shall consist of one of the following (credits and hours vary depending upon the contact and endurance involved in the sport): a department-approved college program of from two to eight credits; or a department-approved in-service education program, conducted by schools, colleges, professional organizations or other recognized groups or agencies, from 30 to 120 clock hours; or an equivalent experience which is approved by the commissioner of education;

(4) persons who were employed as coaches in New York State schools on or before September 1, 1974 and who do not meet the requirements set forth in subclause (1), (2) or (3) of this clause, may continue to coach any sport;

COURSE OUTLINES AND SPORT CATEGORIES

Philosophy, Principles and Organization of Athletics in Education. (Minimum 3 semester hours or 45 clock hours - This course required of all coaches, except certified physical education teachers and classroom teachers who qualify under the "grandfather clause".)

Basic philosophy and principles as integral parts of physical education and general education; State, local and national regulations and policies related to athletics; legal considerations; function and organization of leagues and athletic associations in New York State; personal standards for the responsibilities of the coach as an educational leader; public relations; general safety procedures, general principles of school budgets, records, purchasing and use of facilities. (Note: This is not to be a course in "athletic administration". In addition to first aid this is the only course required for coaches of non-contact/non-strenuous sports shown in Attachment D.)

Health Sciences Applied to Coaching. (Minimum 3 semester hours or 45 clock hours.)

Selected principles of biology, anatomy, physiology, kinesiology, psychology and sociology related to coaching; human growth and development; safety; first aid and care of injuries; training and conditioning of athletes. This course also meet the first aid requirement as an alternative to the Standard Red Cross course, if taken prior to starting to coach.

Theory and Techniques (of specific sports). (Minimum 2 semester hours or 30 clock hours.)

This course can include an internship in the specific sport under the supervision of a master coach or director of physical education as a substantial portion of the course hours. However, an introductory classroom phase must be provided to cover the basic concepts common to all sports. This course should include a history of interschool athletics in New York State, objectives, rules, regulations and policies, teaching methods; performance skills; technical information (offense, defense, strategy, etc.); organization and management of practices; special training and conditioning of athletes in the specific sport; care and fitting of equipment; special safety precautions; and officiating methods.

SPORT CATEGORIES:

STRENUOUS/CONTACT SPORTS:

Football, soccer, track and field (indoor and outdoor), cross-country, gymnastics, wrestling, basketball, swimming, ice hockey, baseball, softball, lacrosse, field hockey, team handball,

volleyball, tennis, fencing, crew, skiing, handball and badminton.

NON-CONTACT/NON-STRENUOUS SPORTS:

Bowling, golf, archery, riflery, shuffleboard, table tennis.