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

July 19, 2009

*For further clarification on other specific First Aid/CPR certifications not listed, please contact the Associate in Physical Education at (518) 474-5922.

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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 appointed 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 appointed 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 2 years). 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;
(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/CPR 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 appointed 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/CPR requirement prior to starting to coach, the certified teacher must (a) complete an approved course (or an equivalent course satisfactory to the commissioner – see Appendix C for the Coaching Equivalent form) in Philosophy, Principles and Organization of Athletics in Education **within two years** from the date of initial appointment as a coach; (b) complete a course on Health Sciences Applied to Coaching **within five years** of appointment as a coach; and (c) also, **within that same five years**, complete a course on Theory and Techniques of Coaching the sport or sports for which he/she is appointed.

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) Temporary Coaching License (TCL). A person who does not hold a current New York State teaching certificate (e.g. physical education, English, mathematics) may be appointed 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) by applying on-line through the NYSED TEACH system and meet all of the same course requirements for coaching as does the certified classroom teacher within the same time lines and extensions.

- Application for the initial Temporary Coaching License, must submit **evidence of appropriate first aid and CPR; child abuse prevention workshop and violence abuse prevention workshop to the BOCES certification office**. The appropriate fee must be submitted with **each** application (see Appendix E - Application for a Temporary Coaching License). Only one sport may be applied to a TCL.
- Applications a 1st renewal of a Temporary Coaching License must be accompanied by evidence of enrollment or completion of the Principles, Philosophy and Organization of Athletics in Education course.
- Evidence of completion of the remaining required courses must meet the same time line followed by certified teachers (see item #2 above).

B) Professional Coaching License (PCL). A person who has completed all the required coaching courses, child abuse and violence abuse workshops, maintains fingerprint clearance, has valid first aid and CPR certification, and has held a minimum of **three Temporary Coaching Licenses for a sport per CR 135.4(c)(7)(4)(A)** may apply for a three-year renewable Professional Coaching License. The PCL may be renewed for an additional three-year period upon the submission of a renewal application. An application for a Professional Coaching License (see Appendix F – Application for a Professional Coaching License) requires a fee of $50. Only one sport may be applied to each PCL.

Renewal applications must include a renewal application and fee; verification of current first aid and CPR; evaluations prepared by either the Principal or the Director of Physical Education/Athletics for **each year coached**.

TCL AND PCL APPLICATIONS:
Applicants must begin the licensure process directly through the on-line State Education Department TEACH system application process at www.highered.nysed.gov/tcert

ADDITIONAL AUTHORITY IN REGULATION:

1) 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).

2) Extensions To Complete the Course Requirements: 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 D - Application Form for an Extension).

3) Lapse of Coaching Service: An extension of up to **two additional years** may be granted by application to the Commissioner for extenuating circumstances that resulted in a lapse of coaching service from the time of initial appointment as a coach. (Appendix D – Application Form for an Extension)

4) Grandfather Clause: "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;"

OTHER REQUIREMENTS FOR APPOINTMENT TO COACHING POSITIONS

1) Fingerprinting Requirement

The legislation on Project SAVE (Safe Schools Against Violence in Education Act) requires new school district employees (both certified and non-certified) as of July 1, 2001 to undergo fingerprinting and clearance for employment. The Teacher Moral Character Unit within the Office of Teaching is responsible for developing regulations for implementing this provision and is working with the Division of Criminal Justice Services and the Federal Bureau of Investigation on this requirement.

The State Education Department will produce fingerprint packets that include two fingerprint cards, information, instructions related to legislation, fees, due process rights and where to get fingerprinted. These packets will be sent to school districts and to colleges and universities that prepare teachers.

Further information regarding the Project Save fingerprinting initiative is available at the Department's web site at www.highered.nysed.gov/tcert or by contacting the Office of Teacher Certification at (518) 474-6440.

2) Child Abuse and Violence Abuse Workshops.

In accordance with Section 80-1.4 completion of a study in child abuse identification and reporting, and school violence prevention and intervention. All candidates license shall have completed at least two clock hours of coursework or training regarding the identification and reporting of suspected child abuse or maltreatment in accordance with the requirements of sections 3003(4) and 3004 of the Education Law and completed at least two clock hours of coursework or training in school violence prevention and intervention, as required by section 3004 of the Education Law. Check with the local BOCES for course offerings or go to the following links to find an on-line class:http://www.highered.nysed.gov/tcert/certificate/ca.htm (child abuse identification) and http://www.highered.nysed.gov/tcert/certificate/save.htm (SAVE) for more information.

WHO IS RESPONSIBLE FOR COMPLIANCE AND RECORDS?

Compliance: It is the responsibility of the board of education to appoint 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 appointed by the board of education complete the necessary courses, to determine that the coaches are keeping their first aid skill and knowledge current and are complying with the coaching course requirements. Checking applicants through the SED TEACH system prior to submitting their names for appointment to the Board of Education is highly recommended.

Record Keeping: 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 and CPR requirement, a person coaching a non-contact/non-strenuous sport (bowling, golf, archery, rifle, shuffleboard, table tennis) need only complete the Philosophy, Principles and Organization of Athletics in Education course. This is normally a 3-credit college course or a 45-clock hour non-credit course.

Persons coaching contact/strenuous 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) must have valid first aid/CPR and must complete:

- Philosophy, Principles and Organization of Athletics in Education course (a 3-credit college course or a 45-clock hour non-credit course).
- Health Sciences Applied to Coaching (a 3 credit or 45 clock hour course) and,
- Theory & Techniques of Coaching (specific to the sport coached) (a 2 credit or 30 clock hour course)

(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; (an alphabetical list by location of approved agencies may be found on the Physical Education web page: http://www.p12.nysed.gov/ciai/pe/coaching.html Click the item Toolkit, then click on the bullet: Approved Courses); 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 (click on Toolkit in the above link, then click on the bullet: FORM and send the form and appropriate documentation: transcripts, course descriptions, certifications, etc., to the State Education Department, Office of Curriculum and Instruction, 89 Washington Avenue, Albany, NY 12234, Attention: Physical

Education). **Please note:** approval for equivalent experience applied to the Philosophy, Principles and Organization of Athletics in Education course 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 the SED Physical Education Associate for an evaluation of their course experiences (Coaching Course Equivalents). A review 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 and CPR prior to the first day of practice for the assigned sport. First aid/CPR for coaches can be completed through various options. Options available include the following (First Aid valid for three years and CPR valid for two years for the purpose of coaching):

1. Completion of an approved First Aid or CPR program by the American Red Cross, American Heart Association, National Safety Council or other approved agency included on a list available from the State Education Department; OR
2. A State Education Department-approved college or university course on athletic training or sports medicine that includes first aid certification; OR
3. A State Education Department-approved In-service first aid course; OR
4. A State Education Department-approved college first aid course; OR

A list of State Education Department approved agencies providing in-service first aid courses is available online at: http://www.p12.nysed.gov/ciai/pe/coaching.html click on Toolkit, then click on the bullet: Approved Courses. *Insuring that all coaches continue to meet requirements for first aid and CPR from the date of appointment to coach an interschool team is the responsibility of the chief school officer*. Prior to the start of each sport season, the chief school officer must require valid evidence that each coach has kept current with skill and knowledge of first aid and CPR and that all coaches have completed coaching course work as required.

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, rifle, shuffleboard, table tennis.

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.

I. The materials to be submitted with a letter of request for approval shall include:

1. The contact person for the agency. Include name, full address, phone number and email address;
2. The name of the person(s) teaching the course(s), including evidence of their competence: **see specifics in item II. below**;
3. 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;
4. Indicate which course(s) the agency wishes to be approved to teach:
   - Philosophy, Principles and Organization of Athletics in Education
   - Health Sciences Related to Coaching
   - Theory & Techniques of Coaching – sport specific
   - First Aid
   - CPR;
4. A list of the resource persons that will be used (for coaching courses only);
5. A description of the evaluation techniques to be used.
6. Name, address, and email for each instructor you wish approved, plus the items under Instructor Approvals:

II. Instructor Approvals:

A) Coaching Courses:

To have instructors approved to teach any of the coaching courses, please see the following list of qualifications necessary to become an instructor. Verification of these items must accompany a request to have the individual approved to be an instructor:

1) Earned Master's Degree
2) Copy of teacher certification or other NYS Education Department certification (counselors, school psychologists, Nurses license, etc.)
3) Documentation of completion of the three coaching courses (for all individuals that are not certified in physical education)
4) Minimum of five years recent coaching experience at the interscholastic Varsity - Head coach level – or currently in a Director of Physical Education/Athletics position.
5) List of current memberships: (NYS Public High School Athletic Association, NYS Athletic Administrators Association, NYS Council of Administrators, NYS Association of Health, Physical Education, Recreation and Dance, Inc., etc.)
6) Knowledge and understanding of the NYSPHSAA Handbook.
7) NYS Certified Athletic Trainers may be approved to teach Health Sciences Applied to Coaching without items 2 and 4.
8) Three letters of recommendation to be an instructor for SED.

B) First Aid/CPR Courses:

First Aid and CPR instructors must provide the following verifications:

1) Documentation of 5 years experience teaching First Aid and/or CPR for a recognized agency such as the American Red Cross, American Heart Association, National Safety Council, EMS Services, NYS Department of Health, etc.
2) Current instructor certifications from one of the above.
3) Three letters of recommendation to become an instructor for SED.

III. Upon agency approval:

Once the agency and instructors are approved, a course outline for each of the courses to be taught will be sent to the contact person listed for the agency. Certificates of completion for Coaching Courses, First AID and CPR will be provided for participants (photocopy masters) and approved agencies will be responsible to provide certificates of completion to participants for each coaching course offered.

IV. Course Certificates of Completion:

Participant certificates will be provided by SED for all agencies approved to teach the courses. An original photocopy of the certificates will be sent to the Point of Contact upon approval. These certificates must be used to provide evidence of course completion to the BOCES Certification Units and the Director's of Physical Education/Athletics where the individual is coaching. ONLY THESE CERTIFICATES WILL BE ACKNOWLEDGED BY THE CERTIFICATION UNITS AS EVIDENCE OF COURSE COMPLETION THROUGH A NYSED APPROVED AGENCY.

V. Applications to NYSED:

Send the above to: Associate in Physical Education, State Education Department, Room 320 EB, Albany, New York 12234 for an updated list. If you have questions, please send them via email to: emscurric@mail.nysed.gov

APPENDIX A

Regulations of the Commissioner of Education
Section 135.4 (c) (7) (i) (c)
Effective July 16, 2009

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:
(i) General provisions. It shall be the duty of trustees and boards of education:
(a) .....
(b) .....
(c) to appoint individuals to serve as coaches, whether in a paid or non-paid (volunteer) status, 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 in Education which shall be completed within two years after initial appointment as a coach and approved courses in Health Sciences Applied to Coaching, and Theory and Techniques of Coaching that is sport specific, which shall be completed within five years of initial appointment. 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. Upon application to the Commissioner of Education in a format prescribed by the Commissioner and 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 seven years after such appointment; provided that coaches who have a lapse in service due to maternity leave, military leave, or other extenuating circumstances may apply to the Commissioner for an additional extension of no more than two years to complete course work.

(3)Temporary Coaching License. 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 appointed as temporary coaches, whether in a paid or non-paid (volunteer) status, 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 a statement to the Department that the district is unable to obtain the services of a certified teacher with coaching qualifications and experience;
(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 in Education; and
(iv) candidates for any subsequent renewal of a temporary license shall have completed an approved pre-service or in-service education program for coaches which 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, and approved courses in Health Sciences Applied to Coaching, and Theory and Techniques of Coaching that is sport specific, which shall be completed within five years of initial appointment. 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. Upon application in a format prescribed by the Commissioner of Education and 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 seven years after such appointment; provided that coaches who have a lapse in service due to maternity leave, military leave, or other extenuating circumstances may apply to the Commissioner for an additional extension of no more than two years to complete course work.

(4) Professional coaching certificate.
(i) Notwithstanding the provisions of subclauses (1)-(3) of this clause, other persons with coaching qualifications and experience satisfactory to the board of education may coach a specific sport in any school, upon the issuance by the commissioner of a professional coaching certificate. A professional coaching certificate, valid for three years, shall be issued to a candidate who submits a fee of $50 together with an application, in a form prescribed by the commissioner, which satisfactorily establishes that:
(A) the candidate has completed the requirements set forth in items (3)(ii), (iii) and (iv) of this clause; and
(B) the candidate has a minimum of three years coaching experience in a specific sport in a New York State interschool athletic program;
(ii) a professional coaching certificate shall be valid for a three year period, provided that such certificate may be renewed for additional three year periods upon the submission of a fee of $50 together with a renewal application for each successive renewal period, in a form prescribed by the commissioner, which satisfactorily establishes that:
(A) the candidate meets the requirements of sub-items (i)(A) and (B) of this subclause; and
(B) the candidate has received a satisfactory evaluation by the principal or athletic director for each of the preceding three years that the candidate coached in the specific sport for which a professional coaching certificate is sought;
(iii) evaluation by principal or athletic director;

(A) A school district that appoints an individual as a coach pursuant to a professional coaching certificate shall ensure that the principal or athletic director responsible for the supervision of such individual conducts an evaluation of such individual during each year in which such individual is so employed;
(B) Each evaluation shall include, but not be limited to, a review of the coach's: communication and interpersonal skills, including interactions with colleagues, students, parents and the general public; supervisory, organizational, and leadership capabilities; knowledge and proficiency in first aid, CPR, sexual abuse guidelines, and other athlete injury-related protocols and procedures; and adherence to guidelines for purchasing equipment, uniforms and related supplies and for storing and maintaining sports equipment;

(5) 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;

APPENDIX B

COACHING COURSE SUMMARIES

Principles, Philosophy and Organization of Athletics in Education (3 Credits – 45 Hours)

This 45 hour course will be taught in 15 sessions. Each session is three hours in duration.

The course covers 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 a course in "athletic administration." In addition to first aid and CPR, this is the *only course required for coaches of non-contact/non-strenuous sports*: bowling, golf, archery, rifle, shuffleboard, table tennis)

Health Sciences Applied to Coaching (3 Credits – 45 Hours)

This 45 hour course will be taught in 15 sessions. Each session is three hours in duration.

The course is a series of interactive exercises and activities designed to study Health Sciences as they apply to coaching sports. Through these activities, exercises and health application to coaching topics, participants will gain information, organize it for professional and personal use, and apply it to their particular programs. Health Sciences as applied to coaching will also help define: selected principles of biology, anatomy, physiology, kinesiology related to coaching; risk minimization; mixed competition; NYSED selection and classification of athletes; age and maturity of athletes.

This 45 hour course is divided into three parts:

Part I - Philosophy, Physiology, and Psychology (9 hours)

Part II - Fitness, Conditioning, Sport Specific Training, Nutrition, and Weight Management (24 hours)

Part III - Current and On-going Health Issues and Administrative Procedures (12 hours)

Theory & Techniques of Coaching (2 Credits - 30 Hours)

This 30-hour course will be taught in ten (10) sessions. Each session is three (3) hours in duration. The first five (5) sessions will address the commonalties of all sports. Sessions six through eight (6-8) will deal with the coaching of specific sports. Session nine (9) will result in an internship experience in one specific sport as described below. Session ten (10) will deal with the coach's maintenance of personal health and wellness.

The course will begin with an introductory phase in which the basic concepts common to all sports will be discussed. Topics will include a history of interscholastic athletics in New York State. The objectives, rules, regulations and policies of athletics, as well as performance skills, technical information, and organization and management practices will also be among the topics covered. The special training and conditioning of the athletes in specific sports, the fitting of equipment, specific safety precautions and officiating methods will also be examined. An internship that will include practical experience as a coach in the specific sport and/or periods of observing other approved coaches will also be required.

Second Sport Certification

If a coach wishes to gain **certification in a second sport** *while taking this course*, he/she must meet additional requirements by completing activities in sessions 6, 7, and 8 for that sport. A second internship experience (Session 9) must also be completed for the additional sport.

If a coach *has already completed* the Theory & Techniques of Coaching course for one sport and at a later date wishes to have certification in a second sport, they must complete only Sessions 6, 7, 8, and 9 for that sport and not the entire course.

The following courses are approved as equivalent instruction for sessions 6-9 when requesting 2nd sport certifications only:

1) National Federation of High Schools: Fundamentals of Coaching: Soccer, Football, Wrestling, Lacrosse
2) American Sport Education Program: Coaching Technical and Tactical Skills Online Courses in Football, Basketball, and Baseball

APPENDIX C

COACHING COURSE EQUIVALENT APPLICATION

INSTRUCTIONS:
Please print legibly or type all information*. This application is a request for the State Education Department to give credit for equivalents to the coaching courses required by the Regulations of the Commissioner of Education, Section 135.4 in lieu of attending courses offered by approved agencies. Send completed form to:*

Physical Education, State Education Department, Room 320 EB Albany, New York 12234

Name _____

Address _____

City _____ State _____ Zip_____

Home Phone ( ) _____ - _____ Work Phone ( ) _____ - _____(ext)_____

1. Do you hold a New York State Teaching Certificate? ____Yes ____No

If Yes, in what subject? _____ Type _____

Effective Date _____/_____/_____ Certificate Number _____

2. Are you currently employed as a coach? _____Yes _____ No

If Yes, School Name _____

Address _____ City _____State ____ Zip_____

Phone ( ) _____ - _____ Date appointed _____/_____/_____

Director of Physical Education/Athletics _____

3. Courses requested to be met by Equivalent Experience:

_____ Philosophy, Principles and Organization of Athletics in Education

_____ Health Sciences Related to Coaching

_____ Theory and Techniques of Coaching (Sport): _____

(OVER)

List equivalents related to the courses below **and attach copies** of transcripts, course descriptions, clinics attended with certificates of participation, or other verification of equivalents:

A. Philosophy, Principles and Organization _____

_____

_____

_____

_____

_____

B. Health Sciences Applied to Coaching _____

_____

_____

_____

_____

_____

C. Theory and Techniques of Coaching (specific to the sport coached) _____

_____

_____

_____

_____

_____

I declare and affirm that the statements made in the foregoing application, including accompanying statements and transcriptions, are true and correct.

Signature: _____ Date:_____/____/_____

FOR BUREAU USE ONLY

Approved _____/_____/_____

Disapproved _____/_____/_____

Returned for Clarification _____/_____/_____

Signed _____

APPENDIX D

COACHING COURSE EXTENSION APPLICATION

INSTRUCTIONS:

Please print legibly or type all information*. This application is a request for the State Education Department to give an extension of time to meet the coaching courses required by the Regulations of the Commissioner of Education, Section 135.4. Send completed form to:*

Physical Education, State Education Department, Room 320 EB Albany, New York 12234

Name _____
(Last) (First) (Middle)

Address_____ City_____ State_____ Zip_____

Home Phone ( )_____ - _____ Work Phone ( ) _____ - _____

1. District where you coach: _____

Director of Physical Education/Athletics: _____

Date first appointment as coach: _____ /____ /_____ Sport(s):

3. The coaching courses **completed** and the agency where courses were taken:

☐ Philosophy, Principles and Organization of Athletics in Education:_____

☐ Health Sciences Related to Coaching:_____

☐ Theory and Techniques of Coaching (Sport): _____

4. Reasons for requesting an extension:

5. Plans for completing courses (indicate dates and locations):

□ Philosophy, Principles and Organization of Athletics in Education:

□ Health Sciences Applied to Coaching:

□ Theory & Techniques of Coaching:

I declare and affirm that the statements made in the foregoing application are true and correct.

Signature _____ Date:_____/____/_____

FOR BUREAU USE ONLY

Approved _____/_____/_____

Disapproved _____/_____/_____

Returned for Clarification _____/_____/_____

Signed _____

COURSES ACCEPTED AS MEETING THE COACHES FIRST AID AND CPR REQUIREMENT AS OF AUGUST 2011

***FIRST AID – All cards must be renewed every 3 years or per certifying agency requirements – NO ONLINE COURSES ARE ACCEPTED**

1. A State Education Department approved agency that offers First Aid using the SED course outlines and time requirements: 12 hours initial; 5.5 hours update (valid for 3 years) (www.emsc.nysed.gov/ciai/physed.html - Click on Toolkit, then on Approved Coaching Courses)
2. American Red Cross:
   a. Responding to Emergencies NOW VALID FOR ONLY 2 YEARS per ARC
   b. Lifeguard Training (**meets FA & CPR certification**)
   c. NYS First Aid for Coaches
3. NYS DOH/Bureau of Emergency Medical Services:
   a. Certified First Responder (meets FA & CPR certification)
4. National Safety Council:
   a. Advanced First Aid, CPR & AED (meets FA & CPR certification)

***ADULT CARDIOPULMONARY RESUSCITATION (CPR) – All cards must be renewed every 1- 2 years per certifying agency requirements – NO ONLINE COURSES ARE ACCEPTED**

1. A State Education Department approved agency that offers CPR using the NEW SED course outline and time requirements: 2.5 hours initial; 1.5 hours update (must be renewed every 2 years to be valid) check out www.emsc.nysed.gov/ciai/physed.html - Click Toolkit, then on Approved Coaching Courses)
2. National Safety Council (NSC):
   a. CPR/ AED Course b. Advanced First Aid, CPR & AED
3. American Heart Association Courses (AHA):
   a. Advanced Cardiac Life Support (ACLS) – **(credited only for CPR/AED)**
   b. Basic Life Support for Health Care Providers (BLS)
   c. Heartsaver AED (includes CPR)
4. American Red Cross Courses (ARC):
   a. Adult CPR/AED
   b. CPR/AED for the Professional Rescuer **(credited for CPR and AED)**
   c. Lifeguard Training **(credited for both CPR *and* First Aid)**
5. American Safety & Health Institute (ASHI)
   a. Adult CPR/AED

SED does not require the following to have separate certification in First Aid to coach, HOWEVER A VALID CPR CERTIFICATE WILL BE REQUIRED: a. All Nurses b. Physician – Physician Assistant c. Certified EMT/Paramedic d. Certified Athletic Trainer e. Fire & Police Officers (full time)

*For further clarification on other specific First Aid/CPR certifications not listed, please contact the Associate in Physical Education at (518) 474-5922.

COMMON ACRONYMS

AHA	**American Heart Association**
ARC	**American Red Cross**
ASEP	**American Sport Education Program**
BOCES	**Board of Cooperative Educational Services**
CPR	**Cardiopulmonary Resuscitation**
EMS	**Emergency Medical Services**
FA	**First Aid**
NFHS	**National Federation of High Schools**
NSC	**National Safety Council**
NYSAAA	**New York State Athletic Administrators Association**
NYS AHPERD	**New York State Association for Health, Physical Education, Recreation and Dance, Inc.**
NYSDOH	**New York State Department of Health**
NYSED	**New York State Education Department**
NYSPHSAA	**New York State Public High School Athletic Association**
PCL	**Professional Coaching License**
TCL	**Temporary Coaching License**
Project SAVE	**Safe Schools Against Violence in Education Act**