

KANSAS STATE HIGH SCHOOL ACTIVITIES ASSOCIATION

COACHES EDUCATION

KSHSAA Handbook **Rule 10, QUALIFICATIONS OF COACHES (Athletic, Spirit, Scholars Bowl, Debate and Speech) AND MUSIC DIRECTORS** outlines requirements for **ALL** coaches, sponsors, directors, aides, and volunteers. In addition, the KSHSAA Executive Board has created interpretations and policies to support the hiring and training of individuals who work with students in any KSHSAA sponsored activity at member schools. (Shading is used for emphasis in rule below)

QUALIFICATIONS OF COACHES (Athletic, Spirit, Scholars Bowl, Debate and Speech) AND MUSIC DIRECTORS

Section 1: General Regulations (apply to grades 7-12)

Coach

Art. 1: Anyone who is certified in compliance with standards established by the Kansas State Board of Education is eligible to coach in any activity under the jurisdiction of the Kansas State High School Activities Association.

Art. 2: A local board of education/governing board of a member school must employ all coaches or coaches' aides by written supplemental contracts. Volunteers shall not coach, with an exception provided for individuals who are certified staff employed by the member school's district. All compensation to coaches and sponsors/directors, shall be provided by the employing school/district.

Aide

Art. 3: Member schools may apply to the KSHSAA Executive Board for permission to use individuals who are not certified as an aide in any activity sponsored by the KSHSAA. Application (Form A) shall not be made prior to May 1 preceding the school year for which the aide is to be employed. The application must meet all of the following conditions:

- a. Evidence of need is verified by the school.
- b. Evidence must be presented to affirm that the position was required to maintain the existence of the program and/or necessary to maintain an adequate safety level.
- c. The district must ensure an in-service program will be satisfactorily completed by the coaches/directors' aides. The program could include the following facets:
 - (1) Orientation to the local community.
 - (2) Rules of the activity.
 - (3) Techniques of coaching/directing a particular activity (could be waived in lieu of college credit hours).
 - (4) For athletic activities — CPR, emergency treatment, and first aid.

Art. 4: Approval of an aide is for the season of the activity as approved for that school year.

- a. A supervised aide may not supervise students during interscholastic competition without the presence of a certified staff member or an unsupervised aide.
- b. An unsupervised aide may supervise/coach students in practice or competition without the presence of a certified staff member.

Art. 5: During the school year, but outside the season of a sport, coaches/coaches' aides may not coach in practice or competition those students they will be coaching the following year in that sport.

Art. 6: Beginning with the Saturday before Memorial Day, through Sunday of SCW #3, football, volleyball, and basketball coaches/coaches' aides are permitted to coach athletes from their school squad.

- a. Supervise use of indoor/outdoor facilities by athletes in their sport.
- b. Beginning Monday of SCW #3 and ending Sunday of SCW #5, football, volleyball and basketball coaches/coaches' aides may, work with individual students or a single group (no more than 3 students in basketball, 4 students in volleyball, 6 students in 11-Player football, and 5 students in 8-Player football) provided instruction is on a voluntary basis and requested by the student(s). Such instruction must occur at a time separate from supervised sessions defined in (a).

Art. 7: Coaches/coaches' aides other than football, volleyball, and basketball are not subject to the restrictions outlined in Article (6).

Art. 8: Beginning Sunday of SCW #5 through and including Sunday of SCW #7, only voluntary weight training and conditioning is permitted for all school athletic teams. No school team practices shall be permitted until Monday of SCW #7.

Art. 9: Any person serving in the role of a head or assistant sport coach/aide or a head or assistant activity sponsor/aide in a KSHSAA member school shall be certified or trained in Cardiopulmonary Resuscitation (CPR) and Automated External Defibrillator (AED) administration.

Rationale:

Activities are an extension of the classroom. Insofar as possible, by written agreement, local boards of education should use personnel certified by the Kansas State Board of Education to direct and coach activities.

COURSE EDUCATION REQUIREMENTS FOR ALL COACHES/SPONSORS/AIDES

CPR/AED Training Requirements

Per KSHSAA Handbook **Rule 10, Section 1, Article 9**, all persons serving as a sport coach/aide or activity sponsor/aide at any level (varsity, junior varsity, junior high/middle school, etc.), whether they retain a teaching license or not, must complete training in cardiopulmonary resuscitation (CPR) AND automated external defibrillator (AED) administration.

Click [HERE](#) for the KSHSAA Executive Board rule requirements.

Concussion Training Requirements

All persons serving as a sport coach/aide (including spirit activities) at any level (varsity, junior varsity, junior high/middle school, etc.), whether they retain a teaching license or not, must complete a mandatory concussion education program (either in group setting or individually). The coach/aide should complete training every two years prior to beginning practice.

Member schools are strongly encouraged to utilize the free “NFHS Concussion in Sports” course or an equivalent program. Coaches involved in multiple sports need only complete training one time during the school year.

Heat Illness Training Requirements

Annually and prior to the first practice all persons serving as a sport coach/aide or activity sponsor/aide at any level (varsity, junior varsity, junior high/middle school, etc.), whether they retain a teaching license or not, in fall sports/activities only must *complete a mandatory in-service* on heat acclimatization rules and prevention of heat illness and proper hydration.

Member schools are strongly encouraged to utilize the free “NFHS Heat Illness Prevention” course or an equivalent program for this purpose.

COURSE EDUCATION REQUIREMENTS FOR NON-LICENSED COACH AIDES

Per Handbook **Rule 10, Section 1, Article 4**, the KSHSAA recognizes two types of non-licensed, coach aides: **SUPERVISED** and **UNSUPERVISED**.

1. The **supervised** aide must be under supervision of a certified educator or unsupervised aide.
2. The **unsupervised** aide does not require full-time supervision.

With the requirement that all non-licensed interscholastic coaches in Kansas be trained prior to assuming coaching duties in their 2nd year, **Human Kinetics** and the **National Federation of High School Associations (NFHS)** are poised to assist the KSHSAA in reaching this goal.

NFHS Learn offers courses online only and allows coaches to complete additional certification if they so choose.

Human Kinetics (formerly known as ASEP) has partnered with the KSHSAA since the beginning of our coach aide program to provide education for Kansas coaches. Their courses may be taken online or in-person. A list of Kansas Human Kinetics [Instructors and their contact information may be found **HERE**](#). **If a coach aide prefers to take their coaching education course(s) in-person**, only Human Kinetics offers in-person sessions through certified instructors. Registration for the in-person class must be made through the instructor who will teach the course. If you enroll in a classroom course, you will receive the course materials from your instructor on site the day of the clinic.

Please note sports specific courses through either Human Kinetics or NFHS **will NOT count** for the initial KSHSAA coaching aide requirement.

Supervised Coach Aides

The first year as a supervised aide is a one-year apprenticeship, interpreted by the Executive Board as a “school year.” The degree of supervision in practice and competition is determined by the principal.

All coaches’ aides are to complete an initial basic coaching education course, within their first year of employment, as an “in-service requirement.” Aides failing to do so by the first practice of their second year will not be eligible to serve in subsequent years.

Satisfactory completion of course work must accompany applications for approval.

Annual filing of Form A is required for supervised aides.

Courses that meet the Kansas requirements to become a SUPERVISED Aide (only ONE needs to be completed):

1. Human Kinetics Principles of Coaching (online or classroom) course
[Registration for Human Kinetics Coaching Principles - Online Courses](#)
2. NFHS Fundamentals of Coaching
[Registration for NFHS Fundamentals of Coaching - Online Courses](#)
3. An equivalent course approved by KSHSAA staff.

Unsupervised Coach Aides

An aide will be approved as unsupervised after completion of an apprenticeship as a “supervised” aide in the same activity during the preceding school year.

Coaches’ aides who wish to become unsupervised must complete an additional First Aid course ***in addition to*** the initial year of supervision and the basic coaching education course.

Only unsupervised aides may be listed as coach in publications.

Satisfactory completion of course work must accompany applications for approval.

Filing of Form A is required for the initial registration of an unsupervised aide at a school. Subsequent filings are not necessary.

Courses that meet the Kansas requirements to become an UNSUPERVISED Aide (only ONE):

1. Human Kinetics Sport First Aid (online or classroom) course
[Registration for Human Kinetics Sports First Aid - Online Courses](#)
2. NFHS First Aid for Coaches
[Registration for NFHS First Aid, Health and Safety for Coaches - Online Courses](#)
3. An equivalent course approved by KSHSAA staff.

The Executive Board established interpretations relating to the following scenario:

School A employs a supervised aide in basketball. During the course of the year, the aide fulfills both Human Kinetics/NFHS course requirements, thereby qualifying as an unsupervised basketball aide the following year.

Question 1: If hired by School A in volleyball the following school year, would the identical aide qualify as an unsupervised aide in volleyball (or any other sport or activity other than basketball)?

Answer: **Yes.** After the initial year, schools may employ an unsupervised aide in any activity(ies).

Question 2: Would the same aide qualify as an unsupervised aide in basketball (same sport/activity) if hired the following school year by School B?

Answer: **Yes** —Once an aide becomes unsupervised, they may be employed by any school as unsupervised in all activities immediately.

Coaching Education Requirement for Spirit Coaches

Coaching Education is a requirement for ALL 7-12 head cheer and dance coaches. The required course may be taken through the NFHS only. The "Coaching Cheer & Dance" specific course must be completed within the within the first 30 days of the new school year by any head spirit coach if they are in their first year of service. Registration for NFHS Coaching Cheer & Dance may be found by clicking [HERE](#). A few things to remember:

1. Head cheer/dance coaches must take and complete the Coaching Cheer & Dance course within the first 30 days of the school year if they are in their first year of service as a head coach and have not previously taken the course.
2. Non-licensed coaches must follow requirements for supervised or unsupervised coach aides as listed above for all coach aides, however the NFHS Coaching Cheer & Dance class may be substituted for the general coaching course if they do not sponsor/coach any other KSHSAA sport activities. The Form A application is required prior to the first practice for any non-licensed coach aide.