



DISTRICT OF COLUMBIA
PUBLIC SCHOOLS



Athletics Extra-Duty and Stipend Pay Rules and Procedures

*ALL Athletic Coordinators/Directors and Coaches are responsible for accessing and reading this entire packet **as well as** adhering to these processes and procedures.*

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Rules to Become a Paid Athletic Coordinator/Director or Coach

Individuals interested in coaching, should **first speak with the school principal** to discuss open positions. Athletic Coordinators/Directors and Coaches will then need to formally apply for their jobs by submitting the Fingerprint Clearance Form application for a fingerprinting and background clearance via the website <https://www.dcpsotc.org/>. The principal must then approve the individual to fill the job. Only the Athletic Coordinators/Directors or Coaches that **complete this formal application process will be paid**. It is NOT ENOUGH to have a verbal or informal written offer letter. The application process must be completed.

Athletic Coordinators/Directors and Coaches should also be aware of and adhere to the following rules pertaining to payment:

1. All Athletic Coordinators/Directors and Coaches must reapply for their position every year and be newly approved by their principal. Athletic Coordinators/Directors and Coaches are **not entitled** to continue working in the same role as the prior year; **everyone must reapply and be approved BEFORE** performing any duties.
2. Athletic Coordinators/Directors and Coaches may only be paid for jobs that are specifically enumerated in this handbook. DCPS will not compensate you for any other positions, regardless of any informal promises made to the Athletic Coordinator/Director or Coach by a principal or anyone else.
3. Athletic Coordinators/Directors and Coaches must be paid in the **same fiscal year** that they perform services. Failure to complete all required actions for payment in the appropriate fiscal year will cause Athletic Coordinators/Directors and/or Coaches to **forfeit their payment**.
4. Athletic Coordinators/Directors and Coaches must complete ALL certifications **prior to** working with student-athletes. All certification requirements must be completed before the first practice. Athletic Coordinators/Directors and/or Coaches are NOT ALLOWED to interact with student-athletes until all certification requirements have been met.
5. Athletic Coordinators/Directors and Coaches must submit full and complete paperwork by the deadlines indicated in this handbook to be paid. Late or incomplete paperwork will result in a forfeiture of compensation.
6. Athletic Coordinators/Directors and Coaches may not perform more than one paid job per year, **UNLESS** the principal determines that there are no other individuals willing to fill the remaining jobs. Be advised that the DCIAA may contact the school principal for confirmation.
7. Athletic Coordinators/Directors and Coaches may **only be paid** as the head coach for **one team per sport**. For example, the head boys' basketball coach **cannot also be** the head girls' basketball coach. However, the head boys' basketball coach **may (in limited circumstances)** be the assistant girls' basketball coach. **Violation of this rule is commonly referred to as "double-dipping."**
8. To be paid, the time spent on your coaching activities **cannot overlap** with **any other paid DCPS activities**. Your coaching activities **may not** be a part of your **salaried activities or overlap with** the time spent in your **regular tour of duty**. For example, if an individual serves as the head boys' cross-country coach and the assistant girls' cross-country coach but is scheduled to work the aftercare program at their school, then, the individual may only be paid for one of the positions.

9. If you are new to the DCIAA and have not coached in the past, your Athletic Coordinator/Director must **first request** for the DCIAA to enter you into the database. You **cannot/will not** be processed for payment if you were not entered into the database **prior to** the **start** of your sports season.
10. Once entered into the database, any coach using a **non-DCPS email account** to access the database, must first set up a “profile” in the database to have access to it.
11. A team must complete or attend 75% of their scheduled matches for any associated coaches to be compensated. * Forfeit losses **DO NOT COUNT** as completed matches and **DO NOT COUNT** towards the 75% required completion.
 - To calculate the 75% mark, take your total number of scheduled regular season matches, multiply by 0.75, and *round-up*.
For example, a team with 11 scheduled matches would reach 75% after 9 matches are completed ($11 \times 0.75 = 8.25$, which rounds to 9).
 - Matches are marked complete when Athletic Coordinators/Directors or coaches submit a score **AND** participation report in Quickbase for a particular match.

******Note: Cheer teams must additionally attend all competitive cheer events (pre-showcase, showcase, and championship) in addition to 75% of their sideline cheer games.***

Guidelines for Selecting Athletic Coordinators/Directors and Coaches

Principals should select all Athletic Coordinators/Directors and Coaches **according to** the following **PRIORITIZATION** list. **At no time should unqualified applicants be considered.**

1. WTU employees of the school
2. WTU employees of a *different* school
3. Non-WTU employees and individuals external to DCPS

Additionally, individuals may not be paid for more than one coaching job per school year **unless** there are no other qualified individuals willing to fill a job. WTU (Washington Teachers Union) employees of different schools and external candidates should be considered before any coach is given two or more paid coaching jobs. Individuals may only be paid for two or more jobs after all efforts have been exhausted to find a different coach.

Finally, Principals and ADs must inform the DCIAA of the names of individuals to be **paid before the season begins**. This is done through the Athletics Quickbase application. Any Athletic Coordinators/Directors and Coaches that are not designated **before** the season begins **will not be paid**. The deadlines to designate Athletic Coordinators/Directors and Coaches are listed below.

Season	Deadline to Designate Athletic Coordinators/Directors and Coaches
Fall	September 1*
Winter	November 15*
Spring	February 15*

*These deadlines are for traditional operations. In the event of COVID related changes to the typical season calendar, the DCIAA may announce new deadlines.

The fall, winter and spring dates are aligned with the school year. *****All non-DCPS employees**, in a paid coaching positions **must follow the new/existing supplier procedures indicated on the next page** **follow** prior to the first practice. Any non-DCPS employee in a paid coaching position that **disregards this requirement** will encounter **severe payment delays**.

NEW*

Please read this email in its entirety for important information on what you must do before submitting your athletic stipend payment request forms for non-DCPS coaches and workers' pay. Please note, the process for submitting athletic extra duty payment requests for DCPS employees has not changed. Thank you in advance for your attention to this matter.

NEW*

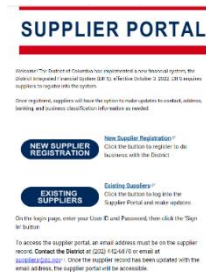
As of **October 1, 2022**, the District of Columbia launched a **new system**—the District Integrated Financial System (DIFS)— **to streamline payments**. There will be a few process changes involved with the launch of the new system, such as completing Automated Clearing House (ACH) and registration for new **non-DCPS coaches, ADs, and event workers**. These process changes will *now be handled by* the Office of the Chief Financial Officer (OCFO). The DCVendorSupport@dc.gov team will **no longer** be the department to contact for payments or name and address updates. Additionally, DCVendorSupport@dc.gov team will **no longer** register **non-DCPS coaches, ADs, and event workers** W-9 information to ensure payment.

Going forward, you are to follow these instructions for **all non-DCPS coaches**. If you have any questions along the way, **please reach out to the supplier portal help desk at suppliers@dc.gov, or call them at 202-442-6870 Monday through Friday, 8:00 a.m. to 5:00 p.m. ET.**

Click the link and fill out the new employee registration form: (I have also provided the link to the step-by-step guide if my directions below are unclear)

https://cfo.dc.gov/supplier_portal.

- Register as a new supplier (non-purchase order)
- Company: Put your name
- Tax Organization type: Select Individual recipient
- No need to fill out supplier type or corporate website
- Click attachments
 - The first line you will attached your w9.
 - Click this link to fill it out and save it to be attached <https://www.irs.gov/pub/irs-pdf/fw9.pdf>
 - Select file. Attach the w9 you saved
 - The title will be your first and last name and w9 (for example ShaniceAbramsW9)
 - Description will be W9 form
 - The second line is optional. You have the option to receive you checks as direct deposits
 - Payment via Direct Deposit is not required but recommended. To receive payment via Direct Deposit, please provide a voided check or submit a letter from the bank. If the voided check or a bank letter is not submitted with the registration, the default payment method will be via a paper check.
 - If you would like direct deposit
 - Select File
 - You can attach a picture of a voided check
 - Or you can attach a bank letter
 - The title will be your first and last name and direct deposit (for example ShaniceAbramsDirectDeposit)
 - Description will be direct deposit
- Select your Tax Country (required) – Select United States
- Enter your Taxpayer Id- Which is your social security number (no dashes just numbers)
- After that enter your current contact information then click next
- On the next page you should see your first and last name and email verify that's correct



- Then click edit
 - Add your phone number where it indicates to
 - Scroll down and click ok
- Then click next for the next page
- Click create
 - Add you address name and information
 - Under address to select Remit to then click ok
 - Click next
- On the next page click on the box for 'None of the classifications are applicable.' Then click next
- On the next page is where you will enter your bank account information
 - A voided check or a bank letter must be attached to receive Direct Deposit disbursements. If no bank information is created, then payment will be issued by paper check – skip ahead
 - If you would like to receive direct deposit
 - Click Create
 - Enter your country which is united states
 - Select your bank
 - Select the branch
 - Enter your account number
 - Enter Account Name
 - Enter Account type
 - Click ok
 - Then click Next
- Review all information is correct then click Register

Again, going forward, you are to follow these instructions for **all non-DCPS coaches**. If you have any questions along the way, **please reach out to the supplier portal help desk at suppliers@dc.gov, or call them at 202-442-6870 Monday through Friday, 8:00 a.m. to 5:00 p.m. ET.**

Certification Requirements

All athletics personnel that interact with students must complete the following certifications. This includes paid Athletic Coordinators/Directors or coaches and volunteer coaches. All certifications should be shared with your Athletic Director before the season begins. Athletic Directors should verify and forward certifications to dciaa.certs@k12.dc.gov. You may not work with students until all certifications have been completed and verified by the DCIAA, nor may you be paid. Instructions on how to complete these certifications are available online at thedciaa.com/certifications.

1. **Concussion Training**
2. **Heat Acclimatization Training**
3. **CPR and AED Training.** This training must include an in-person component. Be sure that you receive a certificate indicating that you attended an in
4. **DCIAA Coaches Test** (*this also applies to Athletic Coordinators/Directors*)
5. **Coaches Agreement.** This form must be completed for every sport you coach, including boys' and girls' teams of the same sport.
6. **Fingerprint Clearance and ID Badge.** All Athletic Coordinators/Directors and coaches **must** complete a background check through DCPS **and** carry a DCPS-issued ID card. Current DCPS employees must complete this action again and carry a **second ID card** with the “coach” designation.
7. **Coaches Meeting.** The sport coordinator will schedule a coaches’ meeting before the season begins. This meeting will review the rules, competition format, schedule, and other points of emphasis for the upcoming season. Ask your athletic director for the meeting date, time, and location. You can also reach out directly to the sport coordinator. Be sure to sign-in when you attend the meeting. You will need to attend a different meeting for every sport you coach. Athletic Directors will need to attend a Quickbase training in lieu of a coaches meeting.

DCSAA

The DCSAA (D.C. State Athletics Association) also requires Athletic Coordinators/Directors and Coaches to submit certification information. Please note that the DCSAA and DCIAA are separate organizations. We do not share data with each other. You must separately submit certification information to both organizations according to each organization’s prescribed rules and methods. All guidance in this document applies to the DCIAA only.

How to Pay Athletic Coordinators/Directors and Coaches

Pay Forms

Here are a few reminders to ensure that the process goes smoothly for everyone. **It is imperative that you submit legible payment request forms, without scratch-outs. OCFO must be able to read all payment request forms to process payment.** These are the things that **you need to check-off** as you move throughout the Athletic Extra Duty process for EACH athletic position.

Step One: you must complete the follow steps for each PAID athletic position:

- ☐ You should have already designated the athletic coordinator/director and/or coach in the athletic tracking system for the athletic position? Failure to complete the designation process in the athletic tracking system **prior to** the start of the sports season, will render you **ineligible** to receive payment.
- ☐ Are **ALL** the athletic coordinators/directors and/or coaches' certifications up to date?
- ☐ Have they cleared the fingerprinting background check?

Step Two: IF AND ONLY IF you answered **YES** to each question above, then you are ready to **UPLOAD** your athletic coordinator/director or coach's **payment request forms** into the [DCPS Schools Athletic Tracking](#) Quickbase application for further processing. However, if you **DID NOT** answer **YES** to **each question**, then your athletic coordinator/director and/or coach is **ineligible** for payment, and you **cannot submit** a request for payment on their behalf. It will not be processed.

CHECK FIRST to make sure that forms are **complete, correctly filled out, and have the required signatures** (coach, principal, and the athletic coordinator/director) **BEFORE UPLOADING** them into the **DCPS Schools Athletics Tracker**. Forms that **are not** properly filled out **will not be processed**.

It is the athletic coordinator/director and coaches' responsibility to **check each form** BEFORE uploading them into the tracker. If you submit incomplete or incorrect documentation that we cannot process, you will receive an 'Automatic reply: CORRECTION' email from Quickbase with instructions detailing how to submit athletic extra duty pay and stipend payment requests.

Extra-Duty Payments

All EG-15, EG-9 **and** substitute teachers **that have** an [@k12.dc.gov](mailto:k12.dc.gov) email account are DCPS employees and your extra-duty pay is processed through Payroll via the PeopleSoft application. Extra-duty payments are processed as an *additional amount* on an employee's regular bi-weekly direct deposit.

Anyone receiving an extra-duty payment must submit the following forms. These forms must be complete and submitted **before the current seasons deadline** to be processed for pay.

SUBMIT YOUR FORMS IN THIS ORDER

1. Payroll Registration Form
2. Extra-Duty Authorization Form
Copies of these forms may be accessed via <https://www.thedciaa.com/pay-forms>.
3. **Receipt Acknowledgement for Athletic Extra Duty and Stipend Pay Rules and Procedures****

Anyone who **is not eligible** for pay via the extra-duty payment process will be paid a stipend. Stipend payments are processed as physical checks **mailed to the payee** at his/her home address. It is **imperative** that *your current address* is the **same address** written on your payment request forms when you submit them at the end of the sports season for further processing. Additionally, that **same address** must match the address you provide in the *new supplier portal*. See pages 7 and 8. If you move after submitting your payment request forms, you **must update** your information in the *new supplier supply portal* **immediately**. Again, **please reach out to the supplier portal help desk at suppliers@dc.gov, or call them at 202-442-6870 Monday through Friday, 8:00 a.m. to 5:00 p.m. ET.**

You must **also** notify your athletic coordinator/director immediately so that he/she may notify the Athletic Department **immediately** should the change affect your receipt of payment. **Stipend payments are typically mailed 4-6 weeks after the DCIAA submits them to OCFO for processing.**

Anyone receiving a stipend payment **must submit ALL** the following forms **in order**. The forms must be complete and submitted **before the current seasons deadline** to be processed for pay.

SUBMIT YOUR FORMS IN THIS ORDER

1. Form B
2. Form A
3. Extra-Duty Authorization Form
4. W-9 (**see pgs6-7**)
4. **Receipt Acknowledgement for Athletic Extra Duty and Stipend Pay Rules and Procedures**

Copies of these documents are available on <https://www.thedciaa.com/pay-forms>.

Submitting Forms

All forms are submitted by uploading them as a PDF document into the [DCPS Schools Athletic Tracking](#) Quickbase application.

1. Save your pay forms as a single PDF document. Example: “[Coach’s Full Name].pdf.” Payment request forms MUST BE submitted in this order:
 - Extra-Duty Payments (DCPS): **1st** Payroll Registration Form, **Last** Extra-Duty Authorization Form
 - Stipend Payments (non-DCPS): **1st** Form B, **2nd** Form A, **3rd** Extra-Duty Authorization Form, **4th** W-9, AS WELL AS **the Receipt Acknowledgement for Athletic Extra Duty and Stipend Pay Rules and Procedures Form**
2. Open the relevant record from the “Coaching Jobs” table
3. Upload the pay forms and check the box for “Pay Forms Ready for Review?”

▼ Paperwork Submitted	
<p>All forms used by the Athletics office are listed below. However, any particular individual only needs to submit some of these forms depending on what work was performed.</p> <p>For <i>DCPS employees</i> paid through extra-duty payments:</p> <ul style="list-style-type: none"> - Coaches must submit all a Payroll Registration form, Extra-Duty Authorization form, Participants Roster. Additionally, coaches must have completed all of their certifications with none more than 2 years old. - Others (e.g. Officials, Physicians, Commissioners) must submit an Invoice. - Hourly employees (e.g. groundskeepers) must submit an Overtime Pay Request. <p>For <i>non-DCPS employees</i> paid through stipends:</p> <ul style="list-style-type: none"> - Coaches must submit an Extra-Duty Authorization form, Form A, Form B, and W-9. Additionally, coaches must have completed all of their certifications with none more than 2 years old. - Others (e.g. Officials, Physicians, Commissioners) must submit a Form B, W-9, and Invoice. 	
<p>Upload Pay Forms</p> <p>1 <input type="button" value="Choose File"/> No file chosen</p> <p>2 <input type="checkbox"/> Pay Forms Ready for Review?</p> <p>Approved By</p>	<p>Approved Date</p>

Submission Schedule

Athletic Coordinators/Directors are responsible for verifying and submitting these forms to the DCIAA on behalf of coaches. Forms are submitted by uploading a PDF packet of all forms which should **include the coaches signed Receipt Acknowledgement for Athletic Extra Duty and Stipend Pay Rules and Procedures Form** to Quickbase. A DCIAA staff member will then review the paperwork for completion before forwarding to OCFO with a request for payment. Forms must be submitted on the following schedule:

Season	Begin Submission	Final Date to Submit
Fall	November 1	December 15
Winter	February 1	March 15
Spring	May 1	June 15

*Athletic Coordinators/Directors are also expected to help their coaches complete the forms accurately, on time, and serve as a point of contact for **all coach questions about payment**. Coaches **should not** contact the DCIAA directly **to inquire about their payment status**. You will be referred back to this guide as a point of reference and a reminder.*

Checking on Payment Status

The Athletics Quickbase application uses a color-coded system to indicate a coach's payment status.

Status	Color	Description
1 – Missing Coaching Certifications	Red	The DCIAA has not received all certification information for the Athletic Coordinator/Director or coach. Athletic Coordinator/Director or coach cannot work with students. This must be addressed before the season begins
2 – Missing Pay Forms	Orange	The DCIAA has not received pay forms for the Athletic Coordinator/Director or coach. This information must be submitted after the season and by the deadline.
2 – Ready for Review	Blue	The DCIAA has received pay forms but is still reviewing them for accuracy and completion.
3 – Needs Submitted to OCFO	Yellow	The DCIAA has received and approved the pay forms and is preparing them for OCFO.
4 – Submitted to OCFO	Green	DCIAA has requested payment from OCFO. OCFO will take several additional weeks to process the payments
5 – Volunteer	Grey	Volunteer Athletic Coordinators/Directors or Coaches are not paid and do not have a payment status
6 – Denied Payment	Grey	The Athletic Coordinator/Director or coach has been denied payment, likely because the coach failed to meet one or more requirements in this handbook.

Allocated Paid Coaching Jobs

The DCIAA will allocate paid coaching jobs to schools based on the number and types of teams that compete that year. Schools may not promise payment for any other jobs, and do not have discretion to change the pay rate or types of jobs they are allocated. Athletic Directors **must check** the DCPS Schools Athletic Tracking app in Quickbase **prior to** the start of each sports season for allocated coaching positions. Prior to the start of the sports season, if you have any questions regarding the allocated paid coaching jobs, the Athletic Director must contact the DCIAA office.

*****Note: Cheer teams must additionally attend all competitive cheer events (pre-showcase, showcase, and championship) in addition to 75% of their sideline cheer games.**

High Schools

Fall

Sport	Position	Payment
Boys Cross Country	Head Coach	\$ 1,357.00
Boys Varsity Football	Head Coach	\$ 5,000.00
Boys Varsity Football	Assistant Coach #1	\$ 2,500.00
Boys Varsity Football	Assistant Coach #2	\$ 2,500.00
Boys JV Football	Head Coach	\$ 2,000.00
Boys Soccer	Head Coach	\$ 3,000.00
Girls Cross Country	Head Coach	\$ 1,357.00
Girls Volleyball	Head Coach	\$ 3,000.00
Girls Volleyball	Assistant Coach	\$ 2,000.00
Girls Soccer	Head Coach	\$ 3,000.00
Co-Ed Cheer	Head Coach	\$ 1,500.00

Winter

Sport	Position	Payment
Boys Varsity Basketball	Head Coach	\$ 4,500.00
Boys Varsity Basketball	Assistant Coach	\$ 2,000.00
Boys JV Basketball	Head Coach	\$ 1,357.00
Boys Indoor Track	Head Coach	\$ 1,357.00
Girls Bowling	Head Coach	\$ 2,500.00
Girls Varsity Basketball	Head Coach	\$ 4,500.00
Girls Varsity Basketball	Assistant Coach	\$ 2,000.00
Girls Indoor Track	Head Coach	\$ 1,357.00
Co-Ed Wrestling	Head Coach	\$ 2,500.00
Co-Ed Swimming	Head Coach	\$ 2,500.00
Co-Ed Cheer	Head Coach	\$ 1,500.00

Athletics Extra-Duty and Stipend Pay Rules and Procedures

Spring

Sport	Position	Payment
All Sports*	Athletic Director	\$ 5,500.00
All Sports*	Strength and Conditioning Coach	\$ 1,357.00
Boys Outdoor Track	Head Coach	\$ 3,000.00
Boys Outdoor Track	Assistant Coach	\$ 2,000.00
Boys Baseball	Head Coach	\$ 3,000.00
Boys Baseball	Assistant Coach	\$ 2,000.00
Girls Flag Football	Head Coach	\$ 2,500.00
Girls Outdoor Track	Head Coach	\$ 3,000.00
Girls Outdoor Track	Assistant Coach	\$ 2,000.00
Girls Softball	Head Coach	\$ 3,000.00
Girls Softball	Assistant Coach	\$ 2,000.00
Girls Stunt	Head Coach	\$ 2,000.00
Co-Ed Golf	Head Coach	\$ 1,357.00
Co-Ed Tennis	Head Coach	\$ 2,500.00

* Athletic Directors and Strength and Conditioning Coaches support the athletes of all sports. They serve for the entire school year but are paid upon **completion** of their duties **in the spring**.

Middle Schools

Fall

Sport	Position	Payment
Boys Cross Country	Head Coach	\$ 812.00
Boys Varsity Football	Head Coach	\$ 2,000.00
Boys Varsity Football	Assistant Coach	\$ 1,000.00
Boys Soccer	Head Coach	\$ 2,000.00
Girls Cross Country	Head Coach	\$ 812.00
Girls Soccer	Head Coach	\$ 2,000.00
Girls Volleyball	Head Coach	\$ 2,000.00
Girls Volleyball	Assistant Coach	\$ 1,000.00
Co-Ed Archery	Head Coach	\$ 812.00
Co-Ed Cheer	Head Coach	\$ 1,500.00
Co-Ed Adaptive Bowling	Head Coach	\$ 812.00

*****Note: Cheer teams must additionally attend all competitive cheer events (pre-showcase, showcase, and championship) in addition to 75% of their sideline cheer games.**

Athletics Extra-Duty and Stipend Pay Rules and Procedures

Winter

Sport	Position	Payment
Boys Varsity Basketball	Head Coach	\$ 2,000.00
Boys Varsity Basketball	Assistant Coach	\$ 1,000.00
Boys Indoor Track	Head Coach	\$ 812.00
Girls Varsity Basketball	Head Coach	\$ 2,000.00
Girls Varsity Basketball	Assistant Coach	\$ 1,000.00
Girls Varsity Bowling	Head Coach	\$ 812.00
Girls Indoor Track	Head Coach	\$ 812.00
Co-Ed Cheer	Head Coach	\$ 1,500.00
Co-Ed Golf	Head Coach	\$ 812.00
Co-Ed Swimming	Head Coach	\$ 2,000.00
Co-Ed Wrestling	Head Coach	\$ 812.00

Spring

Sport	Position	Payment
All Sports*	Athletic Director	\$ 2,000.00
Boys Baseball	Head Coach	\$ 2,000.00
Boys Lacrosse	Head Coach	\$ 812.00
Boys Outdoor Track	Head Coach	\$ 2,000.00
Boys Outdoor Track	Assistant Coach	\$ 1,000.00
Girls Lacrosse	Head Coach	\$ 812.00
Girls Outdoor Track	Head Coach	\$ 2,000.00
Girls Outdoor Track	Assistant Coach	\$ 1,000.00
Girls Softball	Head Coach	\$ 2,000.00
Co-Ed Unified Basketball	Head Coach	\$ 812.00

* Athletic Directors support the athletes of all sports. They serve for the entire school year but are paid upon completion of their duties in the spring.***Note: **Cheer teams must additionally attend all competitive cheer events (pre-showcase, showcase, and championship) in addition to 75% of their sideline cheer games.**

Elementary Schools

Fall

Sport	Position	Payment
Boys Cross Country	Head Coach	\$ 812.00
Girls Cross Country	Head Coach	\$ 812.00

Winter

Sport	Position	Payment
Boys Basketball	Head Coach	\$ 812.00
Boys Indoor Track	Head Coach	\$ 812.00
Girls Basketball	Head Coach	\$ 812.00
Girls Indoor Track	Head Coach	\$ 812.00
Co-Ed Cheer	Head Coach	\$ 812.00

Spring

Sport	Position	Payment
All Sports*	Athletic Director	\$ 812.00
Boys Outdoor Track	Head Coach	\$ 812.00
Girls Outdoor Track	Head Coach	\$ 812.00
Co-Ed Flag Football	Head Coach	\$ 812.00

* Athletic Directors support the athletes of all sports. They serve for the entire school year but are paid upon **completion** of their duties **in the spring**.

** Assistant Coaching positions require 20 or more athletes actively participating in competitions throughout the season.

Opportunity League Schools

Winter

Sport	Position	Payment
Co-Ed Bowling	Head Coach	\$ 2,000.00

Spring

Sport	Position	Payment
All Sports*	Athletic Director	\$ 4,500.00
Boys Basketball	Head Coach	\$ 3,500.00
Boys Basketball	Assistant Coach	\$ 1,500.00
Girls Basketball	Head Coach	\$ 3,500.00
Girls Basketball	Assistant Coach	\$ 1,500.00
Co-Ed Outdoor Track	Head Coach	\$ 2,000.00

* Athletic Directors support the athletes of all sports. They serve for the entire school year but are paid upon **completion** of their duties **in the spring**.

Become a paid Athletic Coordinator/Director or Coach

1. **Speak with Principal first:** Individuals interested in coaching, should first speak with the school principal to discuss open positions.
2. **All must formally apply:** ALL athletic coordinators/directors and coaches are required to formally apply for their jobs by submitting the Fingerprint Clearance Form application for a fingerprinting and background clearance via the website <https://www.dcpsotc.org/>.
3. **Principal must approve:** The principal must then approve the individual to fill the job. Only the Athletic Coordinators/Directors or Coaches that **complete this formal application process will be paid**. It is NOT ENOUGH to have a verbal or informal written offer letter. The application process must be completed.

Wrap Up: Things to Remember

Selecting an Athletic Coordinator/Director or Coach

1. **All must reapply annually:** All Athletic Coordinators/Directors and coaches must reapply **annually** for their jobs by submitting the Fingerprint Clearance Form application for a fingerprinting and background clearance via the website <https://www.dcpsotc.org/>.
2. **All must be approved by principal:** Athletic Coordinators/Directors and Coaches are **not entitled** to continue working in the same role as the prior year; **everyone must reapply and be approved BEFORE** performing any duties.
3. **Must be paid in same fiscal year:** Athletic Coordinators/Directors and Coaches must be paid in the same fiscal year that they perform services. **Failure to complete all required actions for payment** in the appropriate fiscal year will **forfeit their payment**.
4. **Complete ALL certifications BEFORE working with student-athletes:** Athletic Coordinators/Directors and Coaches must complete ALL certifications prior to working with student-athletes.
5. **Complete before first practice:** All certification requirements **must** be completed **before** the first practice. Athletic Coordinators/Directors and/or Coaches are NOT ALLOWED to interact with student-athletes until all certification requirements have been met.
6. **Deadlines:** Athletic Coordinators/Directors and Coaches must submit full and complete paperwork by the deadlines indicated in the Athletic Extra Duty Guide to be paid. Late or incomplete paperwork will result in a forfeit of compensation.
7. **Cannot perform more than one paid job annually:** Athletic Coordinators/Directors and Coaches may not perform more than one paid job per year, **UNLESS** the principal determines that there are no other individuals willing to fill the remaining jobs.
8. **No double-dipping:** Athletic Coordinators/Directors and Coaches may **only be paid** as the head coach for **one team per sport**. For example, the head boys' basketball coach cannot also be the head girls' basketball coach. However, the head boys' basketball coach may (in limited circumstances) be the assistant girls' basketball coach. **Violation of this rule is commonly referred to as "double-dipping"**.
9. **No overlapping with other paid activities:** To be paid, the time spent on your coaching activities **cannot overlap** with any other paid activities. Additionally, your coaching activities **may not** be a part of your salaried activities **or** overlap with the time spent in your regular tour of duty. For example, if an individual serves as the head boys' cross-country coach and the assistant girls' cross-country coach but is scheduled to work the aftercare program at their school, then, the individual may only be paid for one of the positions.
10. **Must inform the DCIAA of all paid individuals:** Athletic Coordinators/Directors must inform the DCIAA of the names of individuals to be paid, **before the season begins**. This is done through the Athletics Quickbase application. Any Athletic Coordinators/Directors and Coaches that are **not designated before** the season begins **will not be paid**.

11. **New coaches to the DCIAA:** If you are new to the DCIAA and have not coached in the past, your Athletic Coordinator/Director must **first request** for the DCIAA to enter you into the Athletics Quickbase application.
12. **Must be entered prior to start of sports season:** You **cannot/will not** be processed for payment if you were not entered into the database prior to the start of your sports season.
 - * **Must first set up profile:** Once entered into the database, any coach using a **non-DCPS email account** to access the database, must first set up a “profile” in the database in order to have access to it.
13. **Complete 75% to be eligible for payment:** A team must complete or attend 75% of their scheduled matches for any associated coaches to be paid.* Forfeit losses **DO NOT COUNT** as completed matches and **DO NOT COUNT** towards the 75% required completion.
 - * To calculate the 75% mark, take your total number of scheduled regular season matches, multiply by 0.75, and *round-up*.
 - * Matches are marked complete when Athletic Coordinators/Directors or coaches submit a score AND participation report in Quickbase for a particular match.
 - * *Note: Cheer teams must additionally attend all competitive cheer events (pre-showcase, showcase, and championship) in addition to 75% of their sideline cheer games.
14. **Deadlines to designate:** The deadlines to designate Athletic Coordinators/Directors and Coaches are listed below.

Season	Deadline to Designate Athletic Coordinators/Directors and Coaches
Fall	September 1
Winter	November 15
Spring	February 15

Certification Requirements

15. All athletics personnel that interact with students must complete the following certifications. This includes paid Athletic Coordinators/Directors or coaches and volunteer coaches. All certifications should be shared with your Athletic Director before the season begins.
- **Concussion Training**
 - **Heat Acclimatization Training**
 - **CPR and AED Training.** This training must include an in-person component. Be sure that you receive a certificate indicating that you attended an in
 - **DCIAA Coaches Test (also applies to Athletic Coordinators/Directors)**
 - **Coaches Agreement.** This form must be completed for every sport you coach, including boys' and girls' teams of the same sport.
 - **Fingerprint Clearance and ID Badge.** All Athletic Coordinators/Directors and coaches **must** complete a background check through DCPS **and** carry a DCPS-issued ID card. Current DCPS employees must complete this action again and carry a **second ID card** with the "coach" designation.
 - **Coaches Meeting.** The sport coordinator will schedule a coaches' meeting before the season begins. This meeting will review the rules, competition format, schedule, and other points of emphasis for the upcoming season. Ask your athletic director for the meeting date, time, and location. You can also reach out directly.
 - **Signing in:** Be sure to sign-in when you attend the meeting. You will need to attend a different meeting for every sport you coach. Athletic Directors will need to attend a Quickbase training in lieu of a coaches meeting.
 - **Mandatory Reporter Training.** Details will be forthcoming.
16. **Forward certifications to dciaa.certs@k12.dc.gov:** Athletic Directors should verify and forward certifications to dciaa.certs@k12.dc.gov. **You may not work with students until all certifications have been completed and verified by the DCIAA, nor may you be paid.**

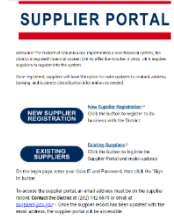
Instructions on how to complete these certifications are available online at thedciaa.com/certifications.

- NEW** 17. As of **October 1, 2022**, the District of Columbia launched a **new system**—the District Integrated Financial System (DIFS)— **to streamline payments**. **NEW** There will be a few process changes involved with the launch of the new system, such as completing Automated Clearing House (ACH) and registration for new **non-DCPS coaches, ADs, and event workers**. These process changes will *now be handled by* the Office of the Chief Financial Officer (OCFO). The DCVendorSupport@dc.gov team will **no longer** be the department to contact for payments or name and address updates. Additionally, DCVendorSupport@dc.gov team will **no longer** register **non-DCPS coaches, ADs, and event workers** W-9 information to ensure payment.

Going forward, you are to follow these instructions for **all non-DCPS coaches**. If you have any questions along the way, **please reach out to the supplier portal help desk at suppliers@dc.gov, or call them at 202-442-6870 Monday through Friday, 8:00 a.m. to 5:00 p.m. ET.**

Click the link and fill out the new employee registration form: (I have also provided the link to the step-by-step guide if my directions below are unclear) https://cfo.dc.gov/supplier_portal.

- Register as a new supplier (non-purchase order)
 - Company: Put your name
 - Tax Organization type: Select Individual recipient
 - No need to fill out supplier type or corporate website
 - Click attachments
 - The first line you will attached your w9.
 - Click this link to fill it out and save it to be attached <https://www.irs.gov/pub/irs-pdf/fw9.pdf>
 - Select file. Attach the w9 you saved
 - The title will be your first and last name and w9 (for example ShaniceAbramsW9)
 - Description will be W9 form
 - The second line is optional. You have the option to receive you checks as direct deposits
 - Payment via Direct Deposit is not required but recommended. To receive payment via Direct Deposit, please provide a voided check or submit a letter from the bank. If the voided check or a bank letter is not submitted with the registration, the default payment method will be via a paper check.
 - If you would like direct deposit
 - Select File
 - You can attach a picture of a voided check
 - Or you can attach a bank letter
 - The title will be your first and last name and direct deposit (for example ShaniceAbramsDirectDeposit)
 - Description will be direct deposit
 - Select your Tax Country (required) – Select United States
 - Enter your Taxpayer Id- Which is your social security number (no dashes just numbers)
 - After that enter your current contact information then click next
 - On the next page you should see your first and last name and email verify that's correct
 - Then click edit
 - Add your phone number where it indicates to
 - Scroll down and click ok
 - Then click next for the next page
 - Click create
 - Add you address name and information
 - Under address to select Remit to then click ok
 - Click next
 - On the next page click on the box for 'None of the classifications are applicable.' Then click next
 - On the next page is where you will enter your bank account information
-



- A voided check or a bank letter must be attached to receive Direct Deposit disbursements. If no bank information is created, then payment will be issued by paper check – skip ahead
- If you would like to receive direct deposit
 - Click Create
 - Enter your country which is united states
 - Select your bank
 - Select the branch
 - Enter your account number
 - Enter Account Name
 - Enter Account type
 - Click ok
- Then click Next
 - Review all information is correct then click Register

Again, going forward, you are to follow these instructions for **all non-DCPS coaches**. If you have any questions along the way, **please reach out to the supplier portal help desk at suppliers@dc.gov, or call them at 202-442-6870 Monday through Friday, 8:00 a.m. to 5:00 p.m. ET.**

Submitting Payment Request Forms

1. **Upload payment request forms AND the Receipt Acknowledgement for Athletic Extra Duty and Stipend Pay Rules and Procedures:** All forms are submitted by uploading them as a PDF document into the [DCPS Schools Athletic Tracking](#) Quickbase application by Athletic Coordinators/Directors only.
2. **Athletic Coordinators/Directors are expected:** Athletic Coordinators/Directors are also expected to help their coaches complete the forms accurately, on time, and serve as a point of contact for all coach questions about payment.
3. **Coaches should not:** Coaches should not contact the DCIAA directly to inquire about their payment status. See page 18 of the Athletic Extra Duty Guide.

W-9 Form for NON-DCPS Athletic Coordinator/Director & Coaches

To obtain a clean copy of this form, go to www.thedcclaa.com

Form **W-9**
(Rev. October 2018)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

► Go to www.irs.gov/FormW9 for instructions and the latest information.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. Your best contact number? (____)____-____

2 Business name/disregarded entity name, if different from above Your email address: _____

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only **one** of the following seven boxes.

☐ Individual/sole proprietor or single-member LLC ☐ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate

☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) _____

Note: Check the appropriate box in the line above for the tax classification of the single-member LLC. Do not check the box for a single-member LLC that is disregarded from the owner unless the LLC is a partnership. If the LLC is another LLC that is **not** disregarded from the owner for U.S. federal tax purposes, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

☐ Other (see instructions) ►

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) _____

Exemption from FATCA reporting code (if any) _____

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions. Requester's name and address (optional)

6 City, state, and ZIP code

7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name on line 1 to avoid backup withholding. For individuals, this is generally your social security number. However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. See *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

				-							
--	--	--	--	---	--	--	--	--	--	--	--

or

Employer identification number

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Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (see instructions below); and
- The FATCA code(s) entered on this form (if any) indicate I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign here **Date** ►

Signature of U.S. person ►

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding*, later.

How & where to submit your W-9: Fill out this form and sign. Then email it to DCVendorSupport@dc.gov ASAP. Make sure you give a copy to your Athletic Director when submitting your athletic stipend request for payment forms.

Extra Duty & Stipend Payment Status Inquiries



PAYMENT STATUS INQUIRIES

To follow up on the status of your extra duty/stipend payment please use the list below contact the appropriate person:

Type of payment	1 st Point of Contact	2 nd Point of Contact	Contact Number
Extra Duty Pay (DCPS coaches only)		Payroll	202-442-5300
Stipend Payments (Non-DCPS coaches only) <ul style="list-style-type: none"> Coaches are paid as vendors Vendor payments are processed 30 days from the date the technician receives your stipend paperwork. You must wait at least 2 weeks from the date your AD tells you that your paperwork was submitted to the Central Office/OCFO before contacting Accounts Payable. DO NOT CALL BEFORE THEN. 	Contact AD to confirm when paperwork was submitted to Central Office	Accounts Payable	See list below

ACCOUNTS PAYABLE – FOR ALL NON-DCPS COACHES/WORKERS

DCPS ACCOUNTS PAYABLE TECHNICIAN ASSIGNMENT LETTERS

AP Technician	DCPS – First Letter of Vendor Name	Telephone Number	E-mail Address
Eva Guzman	D, I, J, N, O, U, Y	442-5291	Eva.Guzman@dc.gov
Leketa White	A, C, Z	442-5241	Leketa.White@dc.gov
Melbern McCoy	G, L, S	442-5263	Melbern.Mccoy@dc.gov
Stacey Langley	E, F, T, W, X	442-5135	Stacey.Langley@dc.gov
Tewsdays Porter	H, K, P, Q, R	442-5212	Tewsdays.Porter@dc.gov
Tina McClary	B, M, V	442-5275	Tina.Mcclary@dc.gov

This information is subject to change without notice

REMEMBER

You must wait AT LEAST 2 WEEKS from the date your AD tells you that your paperwork was submitted to the Central Office/OCFO **before contacting Accounts Payable.**

DO NOT CALL BEFORE THEN!

You will be instructed to contact your ATHLETIC DIRECTOR!

Receipt Acknowledgement for Athletic Extra Duty and Stipend Pay Rules and Procedures

By signing below, I acknowledge that I have received a copy of the Athletic Extra Duty Pay Procedures guide for the current **school year**. I further acknowledge that I have been informed, I have read **and** that I understand the policy guidelines described in the Athletic Extra Duty and Stipend Pay Procedures guide.

Athletic Coordinator/Director's and/or Coach's copy

Receipt Acknowledgement for Athletic Extra Duty and Stipend Pay Rules and Procedures

By signing below, I acknowledge that I have received a copy of the Athletic Extra Duty Pay Procedures guide for the current **school year**. I further acknowledge that I have been informed, I have read **and** that I understand the policy guidelines described in the Athletic Extra Duty and Stipend Pay Procedures guide.

Date Received:

Name of School:

Recipients Name:

(Print)

Recipients Name:

Submit this form

- 1 Coaches – give a copy of this form to your school-based Athletic Director**
- 2 Athletic Coordinators/Director's – send this form to DCIAA and keep a copy for your records**
- 3 DCIAA Workers – give a copy of this form to your DCIAA point of contact**