



**District of Columbia Interscholastic Athletic Association
DWAYNE FOSTER, EXECUTIVE DIRECTOR OF ATHLETICS**

TO: ALL COACHES AND ATHLETIC DIRECTORS

FROM: EXECUTIVE DIRECTOR OF ATHLETICS

RE: RESPONSIBILITIES OF THE ATHLETIC COACH AND ATHLETIC DIRECTOR

It is imperative that all coaches and Athletic Directors adhere to the following policy:

All DCIAA rules and regulations regarding teams, athletic events and activities must be strictly followed. Every coach and Athletic Director must be thoroughly familiar with and follow the procedures outlined in the DCIAA Handbook. Failure to adhere to rules in the DCIAA Handbook may lead to disciplinary action, which may include dismissal.

- A. Meetings: All coaches must attend the mandatory Rules Interpretation Meeting for every sport they coach as a head or assistant coach. If for any reason a coach misses the mandatory Rules Interpretation Meeting, the Athletics Department will offer one additional make-up meeting. No one will be allowed to serve as a coach or assistant coach unless they fulfill this mandatory meeting requirement. If found to be coaching without the proper qualifications, that person will be removed from the playing field or sideline immediately.
2. **Familiarity with Rules and Regulations:** It is the responsibility of each coach and Athletic Director to be thoroughly familiar with all DCIAA rules and regulations regarding his/her respective sport. Questions concerning DCIAA regulations should be directed to the School Athletic Director.
 - A. It is imperative that all DCIAA regulations regarding the starting dates for practices, meetings, workouts and games (for the applicable athletic season) be strictly followed. Coaches and Athletic Directors who do not adhere to this policy will be subject to disciplinary action, which may include dismissal.



- B. It is especially important that all DCIAA regulations regarding the requirements for students' medical examinations be strictly followed. Under no circumstances may a student participate in any physical activity of any kind without a current and completed medical examination and parental permission on file as per DCIAA regulations. If found to violate this procedure, the coach and Athletic Director will be removed immediately. Additionally, coaches and Athletic Directors shall ensure that student-athletes practice a minimum of three days before the first competition.
3. **Supervision:** Under no circumstances are students permitted to engage in any activity without a licensed and certified coach present to directly supervise the activity. Facilities may not be used for any reason without proper completion of permits and the approval of the principal.
4. **Monitoring Academic Progress:**

 - A. During the school year, coaches and Athletic Directors are encouraged to follow the academic progress of the student-athletes in their charge. Coaches and Athletic Directors are urged to contact subject teachers and parents to ensure that students who are in academic jeopardy obtain the necessary support, whether it be in the form of tutoring, counseling or parent conferences. Teachers are asked to cooperate fully with coaches and Athletic Directors by providing the requested feedback either verbally or by completing periodic evaluation forms. Coaches and Athletic Directors generally have much influence on student-athletes. If used effectively and professionally, the coach/teacher "partnership" can be a valuable asset and the beneficiaries will be the students who achieve their academic goals and experience social and emotional growth by setting and meeting higher expectations for themselves.
 - B. There is a clear distinction between "providing follow up and support" for a student and pressuring a teacher to change a grade after the fact. It is intolerable and unacceptable for a coach at any time to pressure a teacher to assign a certain grade or change a grade. This kind of behavior is clearly unprofessional and is not, in any situation, beneficial to the youngsters we teach. In fact, it is harmful. Coaches and Athletic Directors who do not adhere to this policy will be subject to disciplinary action, which may include dismissal.
5. **Professionalism, Ethics and Sportsmanship:**

 - A. Coaches and Athletic Directors have a responsibility to conduct themselves in a professional manner at all times; especially when conducting practice and



coaching in formal competition. The professional manner of a coach serves as a model for our students and is a reflection on the DCIAA. Coaches and Athletic Directors who fail to conduct themselves in a professional manner will be subject to disciplinary action, which may include dismissal. Coaches and Athletic Directors must follow all District of Columbia ethics rules and the Code of Ethics set forth by the National High School Federation of Sports. Any questions about ethical standards applicable to DCPS coaches must be referred to the DCPS Office of the General Counsel.

- B. Coaches and Athletic Directors must conduct themselves with the spirit of “good sportsmanship.” Verbal abuse that is displayed towards anyone while on duty, including students, referees/umpires, officials, parents, and other event attendees, is clearly unacceptable. Coaches and Athletic Directors who do not adhere to this policy will be subject to disciplinary action, which may include dismissal.
 - C. **Background Clearance Process:** Coaches and Athletic Directors must undergo and clear a criminal background check through the DCPS Office of School Security, administer a tuberculosis screening and receive a coaching ID, prior to the beginning of the coaching season and having contact with students or children, including at practices. Coaching ID’s must be visibly worn at all practices and games. All Head Coaches must complete the Athletic Coaches Form for their team. All Head Coaches are responsible for ensuring that all assistant coaches have undergone this clearance process prior to performing any work. Head Coaches will receive at least a one (1) game suspension for failure to comply with these requirements and may be subject to disciplinary action, which may include dismissal. If found to be coaching without the proper qualifications, that person will be removed from the playing field or sideline immediately.
6. **Communications and Media:** Only coaches and Athletic Directors are to communicate on behalf of their team with parents, game officials, and DCIAA officials. All inquiries from news media outlets must be directed to the DCPS Office of Communications and the Executive Director of Athletics.
 7. **Investigation of Complaints:** Complaints by DCIAA officials will be vigorously investigated and may lead to disciplinary action, which may include dismissal.
 8. **Locker Rooms:** Please be advised that girls and boys must never be in each other’s locker rooms. This includes but is not limited to before school, during school, after school or during extra curricular activities. Additionally, students must be supervised at all times in the locker room. Students should use appropriate conduct on the fields, courts, and extending into the locker room.



Anyone who has been bullied/hazed or are aware of incidents of bullying/hazing should report this behavior to the principal or principal's designee. (Refer to DCPS Bullying Policy)

9. **Student Attendance:** Coaches and Athletic Directors must check school attendance of players on the day of games and practices. Students who are absent from school must not be allowed to participate that day.
10. **Coaching Volunteers:** It is important that all athletics volunteers adhere to the following policy:
 - A. Those individuals who wish to volunteer to assist our coaches must first receive the written approval of the School's Athletic Director. This process must be renewed prior to the beginning of the season for the activity in question.
 - B. Volunteers are required to submit as part of the application for approval process the following documentation.
 - Copy of photo identification (ex., driver's license)
 - Complete background information form
 - Current employment verification as well as name of immediate supervisor
 - Home address and phone number
 - Once volunteer coaches have been approved, they must go to 1200 First Street NE to be fingerprinted by DCPS (only if non-DCPS employee) and are required to submit a copy of their background clearance to the Athletic Director before beginning their volunteering. This process also includes a tuberculosis screening.
 - C. Volunteers must abide by the same rules of professional conduct outlined in this memo.
11. **Facilities Maintenance:** It is the responsibility of all coaches and Athletic Directors to ensure that the facilities that they and their players use are maintained in a neat and orderly fashion. Additionally, coaches are also responsible to ensure that all doors and gates are locked at the conclusion of any related activity. Facilities issues must be brought to the attention of the school custodian and the respective athletic director and athletic trainer.

12. Locker Room Security:

- A. Teams must clean up after themselves while in the locker room.
- B. Coaches and Athletic Directors are forbidden to give facility keys to any student.
- C. Coaches and Athletic Directors must open the locker room door, escort the athletes to the locker room and remain there while they change.
- D. Coaches and Athletic Directors must clear out the locker room at the end of practice/game and escort their athletes out of the building.

13. School Security: Fans may not enter the school to use restroom facilities. Doors leading to the school building must be locked at all times.

14. Athletic Scholarships: It is the coaches' and Athletic Directors responsibility to forward the name of any student who pursues an athletic scholarship to the Assistant Director of Compliance and Student Affairs for the DCIAA. Working with and notifying the respective schools' guidance counselor, this must be done as early as possible in a student's high school experience.

15. Transportation: Coaches and Athletic Directors are responsible for ensuring student-athletes are transported using DCPS-approved transportation methods only. Coaches and Athletic Directors are forbidden to transport students at any time.

16. Fundraising and Donations: Coaches and Athletic Directors must follow all school rules pertaining to school sanctioned fundraising activities. Coaches and Athletic Directors must never accept any donation (cash or in-kind) without ensuring the donation meets guidelines established by the Office of Partnerships and Grant Services. For additional guidance concerning this process, please contact the Donations and Volunteers Coordinator within the Office of Family and Public Engagement.

17. Student Dismissal: The coach must get approval of the School Athletic Director and contact the parent/guardian of any student who has tried out and been accepted as part of any one of our teams and is subsequently dismissed because he/she did not follow team rules and regulations. If the parent/guardian wishes to discuss the reason for dismissal, it is up to the coach to contact and explain the reasons for the dismissal. If the coach requires support, the coach should enlist the support of the athletic director.



18. Mandatory Coaching and Athletic Director Requirements: COACHES ARE NOT ALLOWED TO COACH A SINGLE GAME OR PRACTICE UNLESS THEY HAVE DONE THE FOLLOWING:

- A. Attend a DCIAA mandatory coaches clinic;
- B. Sign this memorandum;
- C. Obtained First Aid, CPR and AED Training;
- D. Undergo concussion Training;
- E. Undergo heat Acclimatization Training;
- F. Pass the DCIAA Coaches Test; and
- G. If applicable, take the National Federation High School Unified Sports Training.

19. PAYMENT: Coaches and Athletic Directors shall not receive payment for coaching work if they fail to a) complete the background check process described above in paragraph six (6), b) receive a coaching ID, c) attend the Rules Interpretation Meeting, and d) complete all medical training certifications. In addition, if a coach is offered any other payment or anything of value related to their coaching duties beyond the payment received from DCPS, they must contact the Office of the General Counsel to receive guidance. Any coach who fails to follow this rule is subject to disciplinary action, which may include dismissal.

Failure to comply with any of the directives in this memo may lead to disciplinary action, which may include dismissal.



DISTRICT OF COLUMBIA
PUBLIC SCHOOLS

Department of Athletics

**District of Columbia Interscholastic Athletic Association
DWAYNE FOSTER, EXECUTIVE DIRECTOR OF ATHLETICS**

TO: ALL COACHES AND ATHLETIC DIRECTORS

FROM: EXECUTIVE DIRECTOR OF ATHLETICS

RE: RESPONSIBILITIES OF THE ATHLETIC COACH AND ATHLETIC DIRECTOR

I have received, read and accept my responsibilities directed in the DCIAA Coaches and Athletic Director Agreement.

SPORT

PRINT NAME: Coach/Athletic Director

SCHOOL

SIGNATURE: Coach / Athletic Director

Date