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TO: High School Athletic Directors and Principals
FROM: John E. Roberts, Executive Director
DATE: May 20, 2014
SUBJECT: **NEW COACHING REQUIREMENTS for 2014-15 SCHOOL YEAR**

New with fall sports 2014, the athletic director or principal of each school must attest that all high school coaches (subvarsity and assistant coaches, paid or volunteer) have completed an MHSAA rules meeting in their sport or, in the alternative, one of several online courses designated for this purpose on MHSAA.com. Rules meetings must be completed by the established deadline each season (fall, winter, and spring).

Each season, athletic directors or principals will inform the MHSAA through our website (school administrator services) that all of its high school assistant and subvarsity coaches (paid or volunteer) have completed a rules meeting or one of the designated online courses. It is expected that the school will not permit an assistant or subvarsity coach to be present at the MHSAA tournament in that sport if he or she did not fulfill this requirement.

For several years, only high school varsity head coaches have been required to complete a sport rules meeting as a condition of coaching in the MHSAA tournament. The head coach's requirement, email notification and MHSAA tracking has not changed and continues in 2014-15.

The purpose of this memo is to explain how schools may fulfill this regulation for assistant and subvarsity high school coaches.

- 1. Individual Coaches Completing a Rules Meeting for Credit:** Enter the names and email addresses into MHSAA.com of all subvarsity and assistant coaches so they may complete an online rules meeting. Currently, many schools only identify head coaches on MHSAA.com. **Only coaches whose names and emails are submitted by the school can complete a rules meeting for credit.** The athletic director, logged into MHSAA.com (school administrator services) can then view any coach who is in the system who completed a rules meeting. Only coaches who are in the system can be given credit and appear in the AD's rules meeting status check.
- 2. Individuals or Groups Completing Online Courses or Rules Meetings:** School administrators provide the opportunity in a group setting or individually and certify each season that all high school subvarsity and assistant coaches have completed a designated online course or rules meeting. Administrators may track this internally and record as they see fit or may show an online course to an entire group. For example, an assistant coach may view a rules meeting with a head coach and the assistant be given credit by the school administrator. **A head coach's completion must still be tracked through MHSAA.com for credit.**

This is an annual requirement, and an online course may only serve to fulfill one year of the requirement and may not be duplicated in subsequent years. Many coaches who completed an NFHS or CDC online concussion course in the past (as required in some cases by Public Acts 342 and 343) may use this course to fulfill the requirement in the first year (if the school allows). These courses remain among the possible courses available on MHSAA.com.

There are seven online courses available for coaches to complete on MHSAA.com (Health and Safety and on each sport's home page). All of these courses are available without logging in, free of charge, and several provide a certificate of completion which the coach can retain and submit to the athletic director.

(OVER)



Coaching Requirements and Deadlines
COACH MUST COMPLETE • AD ATTEST BY DEADLINE
Head Coach Rules Meeting Requirement has NOT Changed

FALL SPORTS 2014	Start Date	End Date
Football, Volleyball, Soccer	Mon, July 28	Thurs, Sept 11
X-Country, Golf, Tennis, Swimming	Mon, Aug 11	Thurs, Sept 18
School Attests: Fall subvarsity & assistant coaches have met MHSAA requirements.		Thurs, Sept 18

WINTER SPORTS 2014-15	Start Date	End Date
Basketball, Hockey, Competitive Cheer, Wrestling	Mon, Oct 13	Thurs, Dec 11
Bowling, Gymnastics, Swimming	Mon, Oct 20	Thurs, Dec 18
School Attests: Winter subvarsity & assistant coaches have met MHSAA requirements.		Thurs, Dec 18

SPRING SPORTS 2014	Start Date	End Date
Baseball, Softball, Boys Lacrosse, Soccer	Mon, Feb 2	Thurs, Apr 9
Golf, Girls Lacrosse, Tennis, Track	Mon, Feb 9	Thurs, Apr 16
School Attests: Spring subvarsity & assistant coaches have met MHSAA requirements.		Thurs, Apr 16

SECTION 8(B) – Each head coach of a varsity team in a sport under MHSAA jurisdiction shall complete (in person or online) the MHSAA rules meeting for that sport for the current school year prior to the deadline if meetings are provided and attendance is required. **If the head coach does not complete a rules meeting prior to the deadline, that coach shall be prohibited from coaching in that season's MHSAA tournament for the sport involved and shall not be present at the facility where the MHSAA tournament involving that coach's team is being held.** See Regulation II, Section 15(G) 4. An administrator or faculty member designee of that school shall be present with supervisory capacity over the school's competitors. Failure to receive reminder notifications (email or other) does not change the requirement of this Section.

SECTION 8(C) – Schools shall attest that all **assistant and subvarsity coaches have completed an MHSAA rules meeting** (online or in person) for that sport for the current school year prior to the deadline or, **in the alternative, one of the free online sports safety courses posted** on or linked from MHSAA.com and designated to fulfill this requirement. It is expected that schools will impose the penalty of Section 8 (B) to assistant or subvarsity coaches who do not meet this requirement by the deadline.

◆SECTION 3 (B) – Effective with the **2015-16** school year, high schools must attest by each season's established deadline that all **varsity head coaches have a valid current Cardiopulmonary Resuscitation (CPR) certification.**

◆SECTION 3 (C) – Effective with the **2016-17 school year**, each **head coach of a varsity team in a sport under MHSAA jurisdiction hired for the first time at any MHSAA member school after July 31, 2016 shall have completed either Level 1 or Level 2 of the MHSAA Coaches Advancement Program (CAP).** If the head coach does not complete CAP Level 1 or 2 prior to the established deadline, that coach shall be prohibited from coaching in that season's MHSAA tournament for the sport involved and shall not be present at the facility where the MHSAA tournament involving that coach's team is being held. See Regulation II, Section 15 H(4). An administrator or faculty member designee of that school shall be present with supervisory capacity over the school's competitors. Failure to receive reminder notifications (email or other) does not change the requirement of this Section. The MHSAA may substitute an alternative coach's education program for late hires which will fulfill the requirement on a temporary basis.