
EXTRACURRICULAR ACTIVITIES PROGRAM HANDBOOK



FY2025
(2024-2025)

Employee and Retiree Service Center
Montgomery County Public Schools
Rockville, Maryland

Extracurricular Activities Program

The descriptions in this handbook have been prepared to provide principals guidelines of the minimum time requirements expressed in terms of days and hours that coaches/sponsors are expected to work to fulfill the requirements of the activity. All times listed for activities are based upon minimum program requirements that coaches/sponsors are expected to complete beyond the regular work hours.

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Activity Descriptions with Minimum Time Requirements (Non-athletic and athletic activity descriptions are alphabetically listed.)	
Extracurricular Activity Forms	
Use this list as a quick-reference guide for forms you may need to coordinate extracurricular activities at your school.	

NON-ATHLETIC ACTIVITIES - CLASS III

ELEMENTARY SCHOOLS

Choral Director	R05
Enrichment Activities	L14, L16
Safety Patrol	M01
Yearbook Advisor	J02

MIDDLE SCHOOLS

Choral Director	R05
Drama Director (1 st Production)	P02
Drama Director (2 nd Production)	P22
Instrumental Music Director	R25
Jazz Ensemble Director	R26
Math Olympiad Coach	L15
Minority Scholars Program Sponsor	K01
Newspaper Advisor	J03
Outdoor Environmental Education Organizer (Schools with Grades 6 - 8)	L20
SGA Sponsor	F04
Stage Director	R18
Student Service Learning - Small	S01
Student Service Learning - Medium	S02
Student Service Learning - Large	S03
Yearbook Advisor	J02

HIGH SCHOOLS

Choral Director	R05
Competitive Marching Band	R50
Debate Coach	L01
Drama Director	P02
Forensics Coach	L02
Instrumental Music Director	R53
It's Academic Team	L52
Junior Class Advisor	N05
Mathletes	L03
Marching Band Assistant	E12, E13
Marching Band Preseason	R51
Minority Scholars Program Sponsor	K01
Mock Trial Program	L13
Music Theater Director	R55
Newspaper Advisor	J03
Non-Competitive Marching Band Director	R52
Non-Marching Athletic Band Director	R54
Senior Class Advisor	N06
SGA Sponsor	F04
Stage Director	R12
STEM Club	L18
Student Service Learning (SSL)	S04
Yearbook Advisor	J04

ATHLETIC STIPENDS - CLASS III

MIDDLE SCHOOLS

	<u>Code</u>
Athletic Coordinator	C36
Basketball (Boys)	B11
Basketball (Girls)	B08
Basketball Scorer	A48
Basketball Timer	A28
Cross Country (Coed)	C24
Intramural Coordinator	C22
League Coordinator	D09
Intramural Director	C14, C17, C18, C19, C31
Soccer (Boys)	B23
Soccer (Girls)	B25
Softball (Boys)	B28
Softball (Girls)	B07

HIGH SCHOOLS

Assistant Athletics Specialist	D02
Assistant Game Manager	D15
Baseball Jr. Varsity	A11
Baseball Varsity	A02
Basketball (Boys) Jr. Varsity	A16
Basketball (Boys) Varsity	A07
Basketball (Girls) Jr. Varsity	B12
Basketball (Girls) Varsity	B02
Basketball Scorer/Timer (Boys)	A24
Basketball Scorer/Timer (Girls)	B24
Bocce (Coed) (COROLLARY)	B11
Cheerleading – Plan I (Sponsor 1 and Sponsor 2)	E29, E30
Cheerleading – Plan II	E40, E41
Cheerleading – Varsity Winter	E44
Corollary Sports Facilitator (County)	F14
Cross Country (Coed) Assistant (For Teams Larger Than 40 Students)	C45
Cross Country (Coed) Head Coach	C24
Cross Country/Track & Field Meet Facilitator (County)	F16
Divisional Diving Coach (County)	D06
Field Hockey (Girls) Jr. Varsity	B21
Field Hockey (Girls) Varsity	B16
Football – 4 Assistants	A14, A17, A18, A19
Football – Head Coach	A05
Football – Ticket Manager	D03
Girl's Flag Football (Varsity)	A08
Golf (Coed)	C01
Gymnastics (Girls)	B14
Indoor Track (Coed) Assistant (For Teams Larger Than 40 Students)	C46
Indoor Track (Coed)	C12
Intramural Director (Coed)	C23
Lacrosse (Boys) Jr. Varsity	C33
Lacrosse (Boys) Varsity	C34
Lacrosse (Girls) Jr. Varsity	C37
Lacrosse (Girls) Varsity	C35
Night Game Manager	D04
Pole Vault Coach (County)	D07
Pickleball (Co-Ed) (Corollary)	B17

ATHLETIC STIPENDS - CLASS III

Soccer (Boys) Jr. Varsity	A10
Soccer (Boys) Varsity	A01
Soccer (Girls) Jr. Varsity	B22
Soccer (Girls) Varsity	B19
Softball (Girls) Jr. Varsity	B18
Softball (Girls) Varsity	B05
Softball (Coed) (COROLLARY)	B09
Swimming and Diving (Coed)	C09
Team Handball (Coed) (COROLLARY)	B15
Tennis (Boys)	A21
Tennis (Girls)	B04
Ticket Manager: Basketball	D01
Ticket Manager: County-Wide Athletic Events	D05
Ticket Manager: General Athletic Events	D16
Track & Field (Coed) Assistants	C47, C49, C51
Track & Field (Coed) Head Coach	C21
Volleyball (Boys) Varsity	A26
Volleyball (Coed) Varsity	C20
Volleyball (Girls) Jr. Varsity	B13
Volleyball (Girls) Varsity	B03
Weight Training Director (Coed)	C06
Wrestling Jr. Varsity	A15
Wrestling Varsity	A06

Extracurricular Activity (ECA) Class III Length of Season

(Use this worksheet as a tool to organize ECA Class III stipend assignments prior to online data entry.)

ECA III Stipend Descriptions		Job Code	Stipend Flat Amount	Length of Season
Athletic Stipends - Class III				
After School Supervisor & Academic Monitor	E3 D18 4	\$5,400	All Year	
Assistant Athletics Specialist	E3 D02 4	\$5,670	All Year	
Assistant Game Manager (1 each High School)	E3 D15 4	\$2,916	5 Contests	
Athletic Coordinator (MS)	E3 C36 2	\$3,258	All Year	
Baseball, J.V.	E3 A11 4	\$3,546	March 1 to Early May	
Baseball, Varsity	E3 A02 4	\$5,364	March 1 to Mid May	
Basketball, MS (Boys)	E3 B11 2	\$1,476	Late November to Mid February	
Basketball, J.V. (Boys)	E3 A16 4	\$4,248	Late November to Mid February	
Basketball, J.V. (Girls)	E3 B12 4	\$4,248	November 15 to Late February	
Basketball Timer	E3 A28 2	\$288	Early December to Mid February	
Basketball Scorer (MS)	E3 A48 2	\$288	Early December to Mid February	
Basketball Scorer/Timer (Boys)	E3 A24 4	\$756	Early December to Mid February	
Basketball Scorer/Timer (Girls)	E3 B24 4	\$756	Early December to Mid February	
Basketball Timer	E3 A28 2	\$288	Early December to Mid February	
Basketball Varsity (Boys)	E3 A07 4	\$5,814	November 15 to Late February	
Basketball MS (Girls)	E3 B08 2	\$1,476	Late November to Mid February	
Basketball Varsity (Girls)	E3 B02 4	\$5,814	November 15 to Late February	
Bocce (Co-Ed) (Corollary)	E3 B11 4	\$2,070	Early December to Early February	
CHEERLEADERS - Schools may utilize either Plan I or Plan II in dividing responsibilities between two coaches.				
Cheerleader-Plan I Coach 1-Fall	E3 E29 4	\$2,763	Mid August to Early November	
Cheerleader-Plan I Coach 2-Fall	E3 E30 4	\$2,763	Mid August to Early November	
Cheerleaders-Varsity-Plan II-Fall	E3 E40 4	\$2,988	Mid August to Early November	
Cheerleaders-Junior Varsity -Plan II-Fall	E3 E41 4	\$2,349	Mid August to Early November	
Cheerleaders-Varsity-Plan II-Winter	E3 E44 4	\$2,367	November 15 to Late February	
Corollary Sports Fcltr-County	E3 F14 4	\$2,484	August 15 to Mid May	
Cross Country (Co-Ed)	E3 C24 2	\$1,242	Early September to Late October	
Cross Country Head Coach (Co-Ed)	E3 C24 4	\$4,338	Mid August to Early November	
Cross Country (Co-Ed) Assistant (teams over 40 participants)	E3 C45 4	\$4,068	Mid August to Early November	
Cntywde XCntry/TrkFld Facltr	E3 F16 4	\$2,484	All Year	
Divisional Diving Coach	E3 D06 0	\$3,708	November 15 to Mid February	
Extracurricular Activities Director High School	E3 D17 4	\$5,670	All Year	
Field Hockey, J.V. (Girls)	E3 B21 4	\$3,096	Mid August to Late October	
Field Hockey, Varsity (Girls)	E3 B16 4	\$4,374	Mid August to Late October	
Football, Head Coach	E3 A05 4	\$7,182	Mid August to Early November	
Football, Assistant Coach - 3 assistants for teams under 80	E3 A14 4	\$6,192	Mid August to Early November	
Football, Assistant Coach - 3 assistants for teams under 80	E3 A17 4	\$6,192	Mid August to Early November	
Football, Assistant Coach - 3 assistants for teams under 80	E3 A18 4	\$6,192	Mid August to Early November	
Football, Assistant Coach - 4 assistants for teams of 80 or more	E3 A19 4	\$6,192	Mid August to Early November	
Football Ticket Manager 1- Each High School	E3 D03 4	\$1,206	10 non school day and evening contests	
Girls Flag Football	E3 A08 4	\$3,240	August to November	
Golf (Co-Ed)	E3 C01 4	\$2,358	Mid August to Mid October	
Gymnastics Club (Girls)	E3 B14 4	\$2,358	Early March to Early May	
Indoor Track (Co-Ed)	E3 C12 4	\$4,194	November 15 to Early February	
Indoor Track (Co-Ed) Asst. (teams over 40 part)	E3 C46 4	\$3,888	November 15 to Early February	
Intramural Director HS (Co-Ed)	E3 C23 4	\$684	All Year	
Intramural Coordinator MS	E3 C22 2	\$1,080	All Year	
Intramural Director	E3 C14 2	\$1,116	62 hours	
Intramural Director	E3 C17 2	\$1,116	62 hours	

Intramural Director	E3 C18 2	\$1,116	62 hours
Intramural Director	E3 C19 2	\$1,116	62 hours
Intramural Director	E3 C31 2	\$1,116	62 hours
Lacrosse, J.V. (Boys)	E3 C33 4	\$3,060	March 1 to Early May
Lacrosse, J.V. (Girls)	E3 C37 4	\$3,060	March 1 to Early May
Lacrosse, Varsity (Boys)	E3 C34 4	\$3,924	March 1 to Mid May
Lacrosse, Varsity (Girls)	E3 C35 4	\$3,924	March 1 to Mid May
League Coordinator MS	E3 D09 0	\$648	All Year
Minority Scholars Program Sponsor	E3 K01 4	\$4,860	All Year
Night Game Manager (1 each High School with Stadium Lights)	E3 D04 4	\$1,962	Variety of night contests
Pickleball (Co-Ed)(Corollary)	E3 B17 4	\$2,070	Early September to Late October
Pole Vault Coach-County	E3 D07 0	\$3,060	March 1 to Mid May
Pompons	E3 E10 4	\$4,410	Mid August to Late February
Soccer, MS (Boys)	E3 B23 2	\$1,458	Early March to Late May
Soccer, MS (Girls)	E3 B25 2	\$1,458	Early March to Early May
Soccer, J.V. (Boys)	E3 A10 4	\$3,420	Mid August to Late October
Soccer, J.V. (Girls)	E3 B22 4	\$3,420	Mid August to Late October
Soccer, Varsity (Boys)	E3 A01 4	\$4,500	Mid August to Late October
Soccer, Varsity (Girls)	E3 B19 4	\$4,500	Mid August to Late October
Softball, MS (Boys)	E3 B28 2	\$1,386	Early September to Late October
Softball, MS (Girls)	E3 B07 2	\$1,386	Early September to Late October
Softball (Co-Ed) (Corollary)	E3 B09 4	\$2,070	Mid March to Mid May
Softball, J.V. (Girls)	E3 B18 4	\$3,546	March 1 to Early May
Softball, Varsity (Girls)	E3 B05 4	\$5,364	March 1 to Early May
Swimming and Diving (Co-Ed)	E3 C09 4	\$3,870	November 15 to Late February
Tennis (Boys)	E3 A21 4	\$3,906	March 1 to Mid May
Tennis (Girls)	E3 B04 4	\$3,906	March 1 to Mid May
Ticket Manager, Basketball (1 each High School)	E3 D01 4	\$1,404	20 non-school day and evening home contests
Tkt Mgr: County-Wide Ath EvtS	E3 D05 0	\$3,600	All Year
Ticket Manager, General Athletic Events (1 each High School)	E3 D16 4	\$2,952	53 Contests average
Track Head Coach (Co-Ed)	E3 C21 4	\$4,806	March 1 to Mid May
Track and Field Assistant - 1 assistant for teams 25-45	E3 C47 4	\$4,428	March 1 to Mid May
Track and Field Assistant - 2 assistants for teams 46-70	E3 C49 4	\$4,428	March 1 to Mid May
Track and Field Assistant - 3 assistants for teams more than 70	E3 C51 4	\$4,428	March 1 to Mid May
Volleyball, Varsity (Co-Ed)	E3 C20 4	\$4,158	March 1 to Late May
Volleyball, J.V. (Girls)	E3 B13 4	\$3,078	Mid August to Early November
Volleyball, Varsity (Boys)	E3 A26 4	\$4,158	March 1 to Late May
Volleyball, Varsity (Girls)	E3 B03 4	\$4,230	Mid August to Early November
Weight Training Director (Co-Ed)	E3 C06 4	\$1,620	29 Weeks
Wrestling, J.V.	E3 A15 4	\$4,752	November 15 to Early February
Wrestling, Varsity	E3 A06 4	\$6,210	November 15 to Mid February

Non-Athletic Extracurricular Activity (ECA) Class III Stipends

ECA III Stipend Name		Job Code	Stipend Flat Amount	# of Required Hours
Non-athletic ECA Stipends- Class III				
Elementary School	Elementary- Choral Director	R05	\$1296	72
	Enrichment Activities (2)	L14, L16	\$450, \$450	25, 25
	Safety Patrol	M01	\$3438	191
	Yearbook Advisor	J02	\$1800	100
Middle School	Choral Director	R05	\$1800	100
	Drama Director (1st Production)	P02	\$2394	133
	Drama Director (2nd Production)	P22	\$2394	133
	Instrumental Music Director	R25	\$1530	85
	Jazz Ensemble Director	R26	\$1260	70
	Math Olympiad Coach	L15	\$1710	95
	Minority Scholars Program Sponsor	K01	\$3780	210
	Newspaper Advisor	J3	\$1800	100
	Outdoor Environmental Education Organizer (Schools with Grades 6-8)	L20	\$720	40
	SGA Sponsor	F04	\$3780	210
	Stage Director	R18	\$900	50
	Student Service Learning- Small	S012	\$1200	66.67
	Student Service Learning- Medium	S022	\$1440	80
	Student Service Learning- Large	S032	\$1800	100

	Yearbook Advisor	J02	\$2790	155
High School	After School Supervisor and Academic Monitor	D18	\$5400	300
	Choral Director	R05	\$5400	300
	Competitive Marching Band	R50	\$2970	165
	Competitive Marching Band Preseason	R51	\$1152	64
	Debate Coach	L01	\$4050	225
	Drama Director	P02	\$6066	337
	Extracurricular Activities Director	D17	\$5670	315
	Flag/Majorette and/or Rifle Team (if given to someone receiving a Marching Band Director Stipend)	E13	\$1530	85
	Flag/Majorette and/or Rifle Team (if done by a separate sponsor)	E12	\$2700	150
	Forensics Coach	L02	\$4050	225
	Instrumental Music Director	R53	\$3060	170
	It's Academic Team	L52	\$1800	100
	Junior Class Advisor	N05	\$3150	175
	Marching Band/Pep Band Director	R52	\$1980	110
	Mathletes	L03	\$2106	117
	Marching Band Assistant	E13	\$1530	85
	Minority Scholars Program Sponsor	K01	\$4860	270
	Mock Trial Program	L13	\$1620	90
	Music Theatre Director	R55	\$1170	65
	Newspaper Advisor	J03	\$4050	225

	Pep Band Director	R54	\$1080	60
	Non-Competitive Marching Band Director	R52	\$1980	110
	Non-Marching Athletic Band Director	R54	\$1080	60
	Senior Class Advisor	N06	\$4500	250
	SGA Sponsor	F04	\$4860	270
	Stage Director	R12	\$5994	333
	STEM Club	L18	\$1800	100
	Student Service Learning (SSL)	S04	\$3,600	200
	Yearbook Advisor	J04	\$4050	225

CLASS I - EXTRACURRICULAR ACTIVITY CODES

SPORTS GENERAL/COED

C10 Physical Development
C36 Sports Club, Elem.
E06 Drill Team

STUDENT ORGANIZATIONS

F02 Key Club
F05 Student Government, Elem.
F06 Honor Society
F07 Civitans
F09 SADD
L06 Interact/Rotary Club
L18 Ambassadors

MENTAL GAMES

G01 Chess
G03 Strategic Games

SCIENCES

H03 Science Club
H04 Astronomy
H05 FSA - Future Scientists of America
H06 Computer Club
H08 Science Fair
H09 Archeology Club

LITERARY

J01 Library Association
J02 Literary Magazine
J06 Newspaper, Elem.

LANGUAGES

K01 Spanish Club
K02 French Club
K03 German Club
K06 Spanish Honor Society
K07 French Honor Society
K08 World Language Club
K09 World Language Honor Society
K10 Latin Club

INTELLECTUAL PURSUITS

L04 Math Club
L07 Black Studies
L08 Discussion Forum
L09 International Club
L10 Human Relations Club
L11 Ethnic Awareness
L12 It's Academic Club
L17 Cultural Awareness
L19 Hispanic Awareness
L20 Asian Awareness
L21 Amnesty International
L22 Model UN, High Schools

STAFF ACTIVITIES

M02 School Store
M08 ECA Director-MS

CLASS SPONSORS

N09 6th Grade Sponsor - MS
N01 7th Grade Sponsor - MS
N02 8th Grade Sponsor - MS
N03 9th Grade Sponsor - Freshmen
N04 10th Grade Sponsor - Sophomores
N06 Senior Class Advisor, Spec Schools

CLASS I - EXTRACURRICULAR ACTIVITY CODES

ARTS AND CRAFTS

P01 Modern Dance
P02 Drama
P03 Art Club
P06 Thespians
P10 Step Group

NATURE AND ENVIRONMENT

Q02 Environment, Inc.
Q05 Hiking
Q07 Ecology

ENTERTAINMENT

R01 Variety Show Director
R02 Variety Show Assistant Director
R03 Show Orchestra
R04 Band
R06 Instrumental Music
R07 Choreography
R08 Stage Crew
R09 Costumes
R10 Props
R11 Play Director
R13 Radio Station
R16 Chorus, Elem.

VOCATIONAL

S01 FFA - Future Farmers
S02 FTA - Future Teachers
S06 Audiovisual
S07 Gourmet Foods
S09 Electrical Projects
S10 Photography
S12 Business Management
S13 DECA - Distributive Education
Clubs of America
S15 Horticulture
S16 Catering
S18 Web Master
S19 FBLA - Future Business Leaders

MISCELLANEOUS

X01 Various ECA Activities
X02 AFS - American Field Service
X03 TV Studio
X04 General Service Group
X07 Various ECA Activities
X08 Various ECA Activities
X12 Peer Group
X13 Homework Club
X14 Writing Club
X15 Reading Club
X16 Mentoring

GUIDELINES - EXTRACURRICULAR ACTIVITIES PROGRAM

A. GENERAL

1. It is the intention of Montgomery County Public Schools (MCPS) to provide instruction and supervision by fully qualified coaches and sponsors in a variety of extracurricular activities for students, subject to available funds. It also is the intention of MCPS to utilize unit members as sponsors/coaches of activities and sports; however, if unit members are not available, non-unit members may be utilized to sponsor an activity or coach a sport. The supplementary pay schedule identifies certain stipend-compensated activities. This does not mean that because an activity is listed for a stipend payment that all schools will participate or take steps to participate in all activities. The following conditions must be met before any activity is implemented:
 - the need for it has been established in advance by the principal and the staff;
 - the activity is assigned in addition to the regular teaching responsibility; and
 - the Extracurricular Activities (ECA) Plan has been approved by MCPS.
2. The principal shall be responsible for the conduct of the entire extracurricular program within their school. Whenever any of the activities being conducted do not continue to meet the requirements of the school as determined by the principal, such activities shall be discontinued in that school.
3. The principal in each school shall be responsible for the development of the organizational structure required to carry out the approved activities.
4. The principal is responsible for making the selection of unit members to any of the approved compensated activities subject to Employee and Retiree Service Center (ERSC) verification and approval.
5. All staff coaches/sponsors must have employee ID numbers. Former MCPS employees who have been inactivated and individuals new to MCPS must be processed and fingerprinted by the Office of Human Resources and Development (OHRD) prior to being assigned an activity.
 - A. Elementary, Middle, and High Schools will submit their ECA 3 Stipend plans and ECA Class 1 Hours using the online process beginning August 1. Special Schools will submit their ECA Class 1 Hours using the online process beginning August 1. The Employee and Retiree Service Center (ERSC) will communicate details of the online ECA plan submission process to principals and administrative secretaries prior to that time. **Employees cannot work in an ECA assignment prior to employee verification and approval of the plan.**
6. If an MCEA unit member's services in an extracurricular activity has been satisfactory to the principal, the unit member shall be given first preference for appointment by the principal to continue the compensated activity if that unit member makes known to the principal a desire to continue.

7. The principal is responsible for posting a notice of sponsor vacancies for each of the activities to be conducted in the school. Qualified unit members who work in the same building for which a stipend vacancy is posted shall be given first consideration. Posting vacancies outside of the local school may take place but is not required. This notice shall fully explain the requirements for the appointment to the position, the general duties of the position, and the stipend to be paid. The principal need not post a vacancy notice if they have selected the satisfactorily evaluated incumbent.
8. Principals will attempt to notify all school-based unit members in writing of their stipend assignments before they return to school in August. MCPS Form 430-59, *Extracurricular Activity (ECA) Stipend Agreement and Assignment Form*, is used and retained at the school level to document individual assignments and to write annual evaluations of extracurricular activity sponsors. In the event that changes in such assignments are necessary after the beginning of the school year, affected unit members will be notified promptly in writing.
9. Any teacher accepting the sponsorship of a stipend activity may not be assigned a reduced teaching schedule for that activity.
10. Principals will annually evaluate the performance of all sponsors/coaches in the approved extracurricular activity program. High school principals will use MCPS Form 565-13, *Coach Evaluation Form*, when evaluating coaches and sponsors in the interscholastic athletics program. Principals will use MCPS Form 430-59 when evaluating sponsors of non-athletics extracurricular activities. Sponsors of stipend-compensated activities will notify the principal in writing that the activity has been completed within five (5) working days after the completion of the activity. The principal will evaluate the performance of all sponsors in the approved extracurricular activity program within thirty (30) working days following the receipt of the written notification that the activity has been completed. There shall be no tenure associated with any extracurricular compensated activities.
11. The principal shall make every effort to select a different unit member for each stipend activity. Balanced staffing (gender, race, etc.) should be considered.
12. MCEA unit members currently sponsoring more than one activity, or coaching more than one sport, should be given first preference to continue performing the one activity or sport of their choice if the principal determines that the service has been satisfactory. The principal shall make every effort to select a different unit member for each activity. A unit member, however, may be eligible for assignment to more than one stipend-compensated activity, provided the activities do not conflict with the normal responsibilities of another stipend-compensated activity or normal teaching duties and provided that the principal has posted the notice of the vacancy and no qualified unit member has volunteered for the activity.
13. Stipend activities may be divided by more than one unit member if, after consultation with the principal, the unit members involved are in agreement.
14. A unit member who does not fulfill the requirements for which a stipend is to be paid must forfeit that portion of the stipend which has not been earned. The determination will be made by the principal and the amount to be forfeited will be based upon the established hourly rate for the stipend program.

- A. ECA Class I: Limited funds are budgeted for ECA stipends that enable schools to provide a variety of other student extracurricular activities that meet the specific needs and interests of their students. Activities that the school will conduct in this classification must be defined in a job description which will include the start date and end date anticipated for the activity. The principal, in approving the activity and selecting the sponsor, will authorize the hours to be paid, which may **not exceed 100 hours for each activity**. Sponsors may not be assigned multiple Class 1 stipends for the same activity and time period.
 - B. ECA Class II: Teachers participating in the outdoor education programs at one of the outdoor education facilities utilized by MCPS shall be compensated by an ECA Class II stipend on a per diem basis.
 - C. Ineligible Personnel: Eligibility guidelines are determined by employee union contracts and state/federal laws. It is imperative that schools adhere to eligibility guidelines (see *Coach and Sponsor Eligibility and Restrictions*, page xvi – xvii) as MCPS must avoid having work completed which is in violation of contracts or state/federal laws.
 - D. Fall Season: High school coaches of fall sports and fall assistant athletics specialists, are required to begin practices or begin offering services on the first day of the fall sports season as established by the Maryland Public Secondary Schools Athletic Association (MPSSAA).
 - E. Class 1 stipends may not be used to extend or supplement a Class 3 (fixed) stipend.
 - F. Athletic coaches shall be paid at a flat rate of \$50 per round advanced, up to \$100 per week for practices, preparation, and contests when the season is extended as a result of teams being involved in post-season county competition or MPSSAA regional and/or state competition.
15. Volunteers are welcome to support the MCPS Extracurricular Activity programs in schools with principal permission and after completing the appropriate compliance measures per the type of volunteer service they provide.

Types of Volunteers

One-time Volunteers (with MCPS staff supervision)	Volunteers at one-time events and ALWAYS under the supervision of MCPS staff members do NOT need to complete compliance measures other than registering as campus visitors through the Visitor Management System (VMS)	Examples: • Parents/guardians staffing concessions and ticket booths at large events • Guest readers and speakers in classrooms • Parents/guardians or other relatives who are observing or supporting a one-time event
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Regular Volunteers (with MCPS staff supervision)	Volunteers who regularly support school or school-sponsored activities and will ALWAYS working under the supervision of MCPS staff members must complete the MCPS online training on Recognizing Child Abuse and Neglect.	• Student teachers and interns • Volunteers who regularly help with school dismissal or recess • Chaperone for field trips occurring during the school day.
Regular Volunteers (without MCPS staff supervision)	Volunteers who have frequent and independent contact with students, unsupervised by MCPS staff members, must complete the MCPS online training on Recognizing Child Abuse and Neglect AND a criminal background check including fingerprinting (volunteer coaches must be under the direct supervision of the stipend coach at all times).	• Grade 6 Outdoor Environmental Education Programs (Outdoor Education) chaperones • Chaperone on overnight or late-night field trips.
Volunteer Coaches	Volunteer coaches must complete the MCPS online training on Recognizing Child Abuse and Neglect AND a criminal background check including fingerprinting (volunteer coaches must be under the direct supervision of the stipend coach at all times).	• Volunteer coaches must complete the Volunteer Coach Contract available on the MCPS Athletics website.

COACH AND SPONSOR ELIGIBILITY AND RESTRICTIONS

- A. Qualified, certified MCPS teacher-level staff must be hired for coaching vacancies before non-MCPS teacher-level staff is considered.

Coaching applicants are not allowed to meet with students or to conduct any practice until verification and approval of the ECA Plan is received from the Employee and Retiree Service Center (ERSC).

- B. All athletic coaches must complete the Care and Prevention of Athletic Injuries course, and complete the National Federation of High Schools (NFHS) Level One Coaching Certification within one year of the start of the season for which they were hired. All coaches must also retain current certification in CPR and meet all certification requirements outlined in the applicable MCPS athletics handbook (high school or middle school).
- C. All non-athletic sponsors must watch the annual MCPS Role of the Sponsor video before supervising an activity or club.
- D. Ineligible Personnel Include:
- MCAAP/MCBOA positions cannot sponsor extracurricular activities.
 - Athletics specialists, consulting teachers, and 12-month MCEA unit members are not eligible for payment of an extracurricular activity.
- E. Eligible MCEA Personnel Include: resource teachers, resource counselors, content specialists, and middle school team leaders may lead stipend ECA activities provided that the following guidelines are met:
- The activity is in the employee's current work location.
 - The stipend has been offered to other unit members and none have expressed interest in the stipend.
 - The activity does not conflict with normal teacher or resource teachers duties including required after school meetings.
 - Such appointments of extracurricular sponsors shall be temporary, for one year, and only be renewed if the above conditions are again met.
- F. If there are no qualified MCPS teacher-level staff available for a vacant coaching position, schools may hire non-unit members as follows:
- An MSDE certified professional educator.
 - If there are no qualified MSDE certified professional educators available, schools may hire high school graduates who are at least 21 years of age.
 - Non-MCPS teacher-level staff may not be re-employed for the following season if a qualified MCPS teacher-level applicant is available, unless the coach has achieved the status of Credentialed Coach.
 - A Credentialed Coach is a non-unit member who has achieved the NFHS Level One Coaching Certification (or equivalent), satisfies all MCPS and MPSSAA coaching

requirements, and who has completed two years of successful coaching, including one year at the school of hire, in the position of hire.

G. Supporting services employees may be eligible for stipend activities if and only if:

- The school has sought teacher-level applicants and does not have a candidate interested and
- The employee volunteered to take the assignment, and
- The employee is part-time with enough remaining time to conduct the activity without exceeding 40 hours per week (generally, this means as a supporting service employee who works 30 hours per week or less, may be considered), or
 - The employee is full-time but the stipend requires work in another capacity than his/her normal work. The Fair Labor Standards Act considers anything instructional to be similar work. Therefore, the regular work of an employee must not be instructionally related. In general, significant contact with students is considered to be instructionally related. Employees in such positions as paraeducators, media assistants, and English composition assistants, are considered instructional under this limitation and may not work in a stipend activity if it would require beyond 8 hours a day or 40 hours a week.
- Full-time supporting service personnel whose major job description involves working directly with students may not be hired under any circumstances.
- Full-time supporting service personnel who may be hired in extraordinary circumstances include building service workers, security assistants, and media service technicians.

H. Coaching Restrictions Include:

- A coaching applicant applying for an activity is expected to provide the athletics specialist/principal with letters of reference. The coaching applicant is interviewed, approved, and evaluated by the local school principal and athletics specialist.
- Coaching applicants, including preseason and postseason coaches, as well as former MCPS employees who have been inactivated, may not meet with students nor conduct any practices until all employment paperwork and fingerprinting has been completed by appointment with the Office of Human Resources and Development.
- There is no tenure associated with coaching positions. All coaches are hired on a one-season basis.
- The salary of coaches is to be paid exclusively by the local school system. Booster Club funds or other sources may not be used to compensate or supplement coaching stipends.
- In sports having more than one coach, non-MCPS teacher-level staff may not make up more than 50 percent of the staff.

MONTGOMERY COUNTY PUBLIC SCHOOLS COACH RESPONSIBILITY CHECKLIST

Interscholastic athletics are unique within the total extracurricular program because there are Maryland Public Secondary Schools Athletic Association (MPSSAA) bylaws and rules, MCPS rules and regulations, and National Federation of High Schools (NFHS) rules which must be followed. Failure to comply with them often results in individual or team forfeits or disqualifications. The following list, when signed by the coach and athletics specialist, indicates an awareness of all rules and regulations which might cause a student-athlete, team, coach or school to be ineligible, forfeit contests, forfeit championships, receive censure or otherwise negatively impact the athletics program of the school and/or Montgomery County. The MCPS Form 430-59 *Extracurricular Activity (ECA) Stipend Agreement and Assignment Form* is to be read carefully and signed prior to tryouts for the respective sports season.

MCPS athletic coaches accept responsibility for:

- Upholding and promoting the vision, mission, purpose, and R.A.I.S.E core values of the MCPS Athletics program
- Being knowledgeable of all MCPS policies, procedures, rules, and regulations as described throughout the applicable MCPS athletics handbook (high school or middle school)
- Being knowledgeable of the "Standards" section of the specific sport being coached, in the applicable MCPS athletics handbook
- Being knowledgeable of the "Bylaws" and "Rules and Interpretation" sections of the *MPSSAA Handbook*
- Reading the *MPSSAA Tournament Bulletin* (for sports with state tournaments)
- Completing and maintaining all certification requirements as outlined in the Coaching Eligibility and Selection section of the applicable MCPS athletics handbook (high school or middle school)
- Completing and fulfilling all administrative responsibilities, as outlined in the job description for coaches in the applicable MCPS athletics handbook
- Ensuring proper certification and supervision of volunteer coaches affiliated with the team
- Attending and administering information covered in MCPS preseason and postseason coaches' meetings for varsity coaches
- Continuing to monitor all athletes throughout the season in areas such as the following:
 - academic eligibility
 - medical forms
 - class attendance
 - residency and student transfer eligibility
- Conforming to MCPS and MPSSAA regulations regarding contact with athletes out-of-season and contact with athletes on non-MCPS teams
- Reporting scores to county sport specialists and the media after each contest
- Utilizing appropriate, positive, use of technology, including social media and other electronic communications

Note: Coaches must sign **MCPS Form 430-59 *Extracurricular Activity (ECA) Stipend Agreement and Assignment Form*** to indicate understanding of this list of responsibilities prior to the start of each season.

MONTGOMERY COUNTY PUBLIC SCHOOLS NON-ATHLETIC ECA SPONSOR RESPONSIBILITY CHECKLIST

Though all schools may have variety in the stipends that are offered, all sponsors of non-athletic activities should follow the same MCPS guidelines.

MCPS non-athletic ECA sponsors accept responsibility for:

- Supervising students at all times during the activity. This includes before or after the activity if occurring outside of the school day.
- Being knowledgeable of all supervision expectations as communicated by ECA Leadership and School Administration.
- Completing and fulfilling all administrative responsibilities, as outlined in the job description for sponsors in the applicable MCPS Non-Athletics Extracurricular Activities Handbook.
- Providing registration or membership information to the school so that students know how to join the club or activity.
- Following the school's non-athletic ECA Roster process and submitting a complete roster of student participants, including Student IDs, to school ECA leadership.
- Watching the MCPS Role of the Sponsor video prior to sponsoring an activity, and understanding all expectations of sponsors.
- Ensuring proper certification and supervision of volunteers affiliated with the club or activity.
- Attending meetings called by ECA Leadership to stay up to date with MCPS procedures and practices.
- Utilizing appropriate, positive, use of technology, including social media and other electronic communications

EXTRACURRICULAR ACTIVITIES PROGRAM HANDBOOK

NON-ATHLETIC



Employee and Retiree Service Center
Montgomery County Public Schools
Rockville, MD

NON-ATHLETIC TABLE OF CONTENTS

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Activity Name & Code: AFTER SCHOOL SUPERVISOR & ACADEMIC MONITOR (3-D18)

School Level: High School

AFTER SCHOOL SUPERVISOR & ACADEMIC MONITOR HIGH SCHOOL (3-D18)

Description of Activity: The stipend for the after-school supervision & academic monitor is intended for teacher-level staff. If there are no qualified MCPS teacher-level staff available for this position, schools may hire non-unit members in accordance with the guidelines contained in the most updated ECA Handbook Coaching Eligibility and Restrictions.

The after-school supervision and academic monitor is expected to host a space for all students who remain at school prior to or following an extracurricular or athletic activity. The monitor provides a safe and welcoming environment for students and offers non-instructional support to students engaged in academic, independent work. The monitor works under the direction of the principal, school administration, and the extracurricular activities director. Responsibilities of the after-school supervision and academic support assistant include:

- Host and supervise a space for all students who remain after school who are not under the direct supervision of a coach or sponsor
- Maintain a safe and positive learning environment
- Monitor student attendance, behavior, and movement
- Ensure students' safety and security and adherence to school rules and regulations
- Monitor and offer non-instructional support to students engaged in independent, academic work. Communicate high expectations for behavior, respect and academic achievement
- Demonstrate an active interest in the students' experience and well-being
- Work collaboratively with the school athletic director, extracurricular activities director, security team, and school administration

	<u>Hours</u>
1. Meetings scheduled by the school's extracurricular activities director with school administration, extracurricular sponsors, and coaches	6.0
2. Daily supervision of extracurricular activities all year	294.0

Total hours needed for the activity outside of the regular work day	300.0
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Activity Name & Code: CHORAL DIRECTOR (3-R05)

School Level: Elementary School

CHORAL DIRECTOR ELEMENTARY SCHOOL (3-R05)

Description of Activity: The choral director is responsible for organizing, planning, and directing additional choral music activities that are an outgrowth of the instructional program. The sponsor assigned this activity must possess specialized training and experience. The sponsor is responsible for supervising students in classrooms, auditorium, and other meeting areas, and sponsors should establish a culture that ensures all students are treated fairly and equitably. Specific duties and responsibilities are to be determined by the principal in consultation with the choral director. Included herein is a listing of choral-related activities and approximate corresponding out-of-school time requirements.

	<u>Hours</u>
1. Preparation and planning (includes selecting music, developing and directing programs, recruiting, coaching, etc.)	18.0
2. Tryouts (includes after school auditions for honors chorus, etc.)	6.0
3. Transportation (with students to and from performances)	4.0
4. Special practices, honors chorus rehearsals (includes supplemental or sectional after school or evening rehearsals, rehearsals on non-duty time, etc.)	16.0
5. Performances	12.0
6. Post-activity planning (includes storage and maintenance of costumes – robes, blazers, etc., music inventory, evaluation activities, etc.)	4.0
7. Other (may include local music activities, musicals, musical reviews, talent shows, special classes for gifted and talented, award ceremonies, etc.)	12.0

(Note: The choral director sponsors approximately 3 public performances per year.)

Total hours needed for the activity outside of the regular work day	72.0
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Activity Name & Code: CHORAL DIRECTOR (3-R05)

School Level: Middle School

CHORAL DIRECTOR MIDDLE SCHOOL (3-R05)

Description of Activity: The choral director is responsible for organizing, planning, and directing additional choral music activities that are an outgrowth of the instructional program. The sponsor assigned this activity must possess specialized training and experience. The sponsor is responsible for supervising students in classrooms, auditorium, and other meeting areas, and sponsors should establish a culture that ensures all students are treated fairly and equitably. Specific duties and responsibilities are to be determined by the principal in consultation with the choral director. Included herein is a listing of choral-related activities and approximate corresponding out-of-school time requirements.

	<u>Hours</u>
1. Preparation and planning (includes selecting music, developing and directing programs, recruiting, and coaching, etc.)	22.0
2. Tryouts (includes travel to feeder schools, processing applications, etc.)	10.0
3. Transportation (to and from performances)	4.0
4. Special practices (includes after school or evening rehearsals, and rehearsals on non-duty days)	20.0
5. Performances	16.0
6. Post-activity planning (includes storage and maintenance of costumes – robes, blazers, etc., music inventory, and evaluation activities)	8.0
7. Other (includes exchange programs, local, state and division music activities, Broadway-type musicals, musical reviews, talent shows, and special classes for gifted and talented)	20.0

(Note: The choral director sponsors approximately 4 public performances per year.)

Total hours needed for the activity outside of the regular work day	100.0
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Activity Name & Code: CHORAL DIRECTOR (3-R05)

School Level: High School

CHORAL DIRECTOR HIGH SCHOOL (3-R05)

Description of Activity: The choral director is responsible for organizing, planning, and directing additional choral music activities that are an outgrowth of the instructional program. The sponsor assigned this activity must possess specialized training and experience. The sponsor is responsible for supervising students in classrooms, auditorium, and other meeting areas, and sponsors should establish a culture that ensures all students are treated fairly and equitably. Specific duties and responsibilities are to be determined by the principal in consultation with the choral director. Included herein is a listing of choral-related activities and approximate corresponding out-of-school time requirements.

	<u>Hours</u>
1. Preparation and planning (includes selecting music, developing and directing programs, recruiting, and coaching, etc.)	93.0
2. Tryouts (includes travel to feeder schools, hearing and evaluating voices, and processing application forms, etc.)	15.0
3. Transportation (to and from performances)	16.0
4. Special practices (includes after school or evening rehearsals, and rehearsals on non-duty days)	72.0
5. Performances	32.0
6. Post-activity planning (includes storage and maintenance of costumes – robes, blazers, etc., music inventory, and evaluation activities)	20.0
7. Other (includes exchange programs, local, state and division music activities, Broadway-type musicals, musical reviews, talent shows, and special classes for gifted and talented)	52.0

(Note: The choral director sponsors approximately 8 public performances per year.)

Total hours needed for the activity outside of the regular work day	300.0
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Activity Name & Code: COMPETITIVE MARCHING BAND/PEP BAND (3-R50)

School Level: High School

COMPETITIVE MARCHING BAND/PEP BAND HIGH SCHOOL (3-R50)

Description of Activity: The competitive marching band director will be responsible for organizing and directing the students during the fall marching season. The band must participate in field and/or paradeband competitions. Sponsors assigned to this activity must possess appropriate training and background. The sponsor is responsible for supervising students in classrooms, auditorium, and other meeting areas, and sponsors should establish a culture that ensures all students are treated fairly and equitably.

1. Planning and rehearsals
2. Performances at football games. (At least all home football games. Bands may perform at away football games if mutually agreed upon by the principal, athletic specialist, and band director.)
3. Performances at parades and/or band competitions,
4. Performances for other school and community events.
5. Other activities as approved by the principal

Total hours needed for the activity outside of the regular work day	165.0
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A person receiving this stipend is also eligible for the 3-R51 Marching Band Preseason stipend.

A person receiving this stipend who has no other instructional staff for the marching band is also eligible for the 3-E13 Marching Band Assistant stipend.

A school which receives this stipend may not receive either the 3-R52 Non-Competitive Marching Band Director or the 3-R54 Non-Marching Athletic Band Director stipends.

Activity Name & Code: COMPETITIVE MARCHING BAND PRESEASON (3-R51)

School Level: High School

COMPETITIVE MARCHING BAND PRESEASON HIGH SCHOOL (3-R51)

Description of Activity: A band director stipend prepares students for the fall marching season and includes the management and distribution of uniforms, selecting music, charting and designing shows, and rehearsing students. Depending on the schedule that is best for each school, the activity may be scheduled throughout the summer in preparation for the upcoming marching season. The total hours assigned to this stipend correspond to the maximum hours allocated to summer practices for fall sports. A competitive marching band is one that prepares a field or parade show and competes against other bands. The sponsor is responsible for supervising students in classrooms, auditorium, and other meeting areas, and sponsors should establish a culture that ensures all students are treated fairly and equitably.

	<u>Hours</u>
1. Uniforms: arranging for purchasing, cleaning, fitting, issuing, and maintaining records and fees	5.0
2. Selecting music: perusal of catalogues and recordings to ascertain difficulty levels and appropriate instrumentation	5.0
3. Charting and show design: working with band staff to finalize show theme and design	14.0
4. Preparing summer communications and rehearsal schedule	2.0
5. Administrative preparations: cleaning instruments, delivery and pickup of repaired instruments, securing needed supplies	6.0
6. Rehearsals with students before the start of the school year	32.0
Total hours needed for the activity outside of regular work days.	64.0

The person receiving this stipend also must receive at least part of either the 3-R50 Competitive Marching Band or 3-R52 Non-Competitive Marching Band stipends.

Activity Name & Code: DEBATE COACH (3-L01)

School Level: High School

DEBATE COACH HIGH SCHOOL (3-L01)

Description of Activity: It is the responsibility of the debate coach to sponsor students from the school in debate tournaments. This responsibility extends throughout the school year and involves traveling with students to tournaments, some of which are held out of the area. The sponsor is responsible for supervising students in classrooms, auditorium, and other meeting areas, and sponsors should establish a culture that ensures all students are treated fairly and equitably.

Minimum performance criteria require that the debate coach:

- Prepares team for participation in a minimum of six debate tournaments and accompanies them to each.
- Spends a minimum of 215 hours in active sponsorship of the activity, 32 of which must be used through participation in the Montgomery County Debate League tournaments. Other sponsorship activities include practices, critiquing cases, locating and organizing materials, and making arrangements for teacher participating in tournaments.
- Instructs team in skills of effective public speaking (articulation, projection, voice modulation, intonation, pacing, etc.).
- Fosters in team members the skills and habit of critical thinking.
- Helps each student develop the ability to work intimately with another student as a member of a team.
- Helps students develop the skills of communicating ideas in a simple, understandable fashion.
- Teaches team members to understand and respect differing points of view.
- Emphasizes, both by instruction and by example, those aspects of involvement which relate to the total growth of the student rather than sheer competitive achievement.
- Fosters in team members the growth of the ability to assess the cogency of an argument, whether his own or another's.

The following minimum time expenditures outside the school day are indicated as appropriate to the above criteria:

	<u>Hours</u>
1. Preparation time (sponsor only)	10.0
2. Preparation time (with students before/ after school hours)	145.0
3. Accompanying students to meets/contests	70.0
Total hours needed for the activity outside of the regular work day	225.0

Activity Name & Code: DRAMA DIRECTOR (1st Production = 3-P02)
(2nd Production = 3-P22)

School Level: Middle School

DRAMA DIRECTOR MIDDLE SCHOOL (1ST Production 3-P02/2nd Production 3-P22)

Description of Activity: In compliance with operational descriptions of this position, the major tasks required for stipend are producing and directing a minimum of two major productions per year. Activities required for execution of those duties described here relate to those duties performed after work hours during the school year, from September through June. The sponsor must possess appropriate training and background. The sponsor is responsible for supervising students in classrooms, auditorium, and other meeting areas, and sponsors should establish a culture that ensures all students are treated fairly and equitably.

Minimal responsibilities per production require the drama director to:

		<u>After Work Hours Per Production</u>
1.	Research and read plays suitable to age group, budget, and facility	6.0
2.	Cost of the play (preparation of materials, tryouts, and call backs)	6.0
3.	Prepare production book containing all blocking, sound, lighting cues, and props, etc.	8.0
4.	Select production staff and organize production committee (props, lights, sound, make-up, publicity tickets)	4.0
5.	Prepare production schedule	2.0
6.	Work with stage director to design, construct, strike, and store set	11.0
7.	Rehearse play (average 8-week rehearsal period)/coordinate tech crews	
	4 wks. @ 2 hrs./day x 3 days = 24	
	3 wks. @ 3 hrs./day x 3 days = 27	
	1 Saturday @ 4 hours = 4	
	2 Technical @ 4 hours = 8	
	1 dress rehearsal @ 5 hours = 5	
	Total	68
		68.0
8.	Purchase and acquire technical materials (props, lumber, muslin, and costumes, etc.)	8.0
9.	Prepare program	3.0
10.	Supervise productions on 2 performance nights, including clean-up	9.0
11.	Arrange and return all borrowed materials, including scripts, sides, etc.	5.0
12.	Maintain production budget and records	3.0

Total time needed for the activity outside of the regular work day (for 1st production) 133.0

Total time needed for the activity outside of the regular work day (for 2nd production) 133.0

Activity Name & Code: DRAMA DIRECTOR (3-P02)

School Level: High School

DRAMA DIRECTOR HIGH SCHOOL (3-P02)

Description of Activity: The description of the high school drama director calls for the producing and directing of a minimum of two major productions annually. Tasks described below constitute the minimum hours required for the execution of these stipend activities that are performed after the teacher's work day, from September through June. The two major productions consist of one play and one musical. The sponsor must possess appropriate training and background for play production.

Minimal responsibilities per production require the drama director to:

		Hours per Play	Hours per Musical
1.	Research and read plays suitable to age groups, budget, and facility	7.0	10.0
2.	Perform administrative and production duties such as developing budget, production schedule, clearing for space use, attending to contractual obligations	5.0	8.0
3.	Cast the show: Preparation for casting	2.0	4.0
	Auditions (including call backs)	4.0	8.0
4.	Prepare production book and blocking, light plot, round plot, and prop plot	6.0	10.0
5.	Consult and plan with production staff (costumes, set lighting, props, program, box office, music, and choreography).	5.0	8.0
6.	Rehearse cast:		
	Play: 5 weeks of 4 days @ 2 hours = 40		
	3 weeks of 4 days @ 3 hours = 36		
	1 Saturday rehearsal @ 5 hours = 5		
	2 technical rehearsals @ 4 hours = 8		
	1 dress rehearsal @ 5 hours = 5		
	94	94.0	
	Musical: 5 weeks of 4 days @ 2 hours = 40		
	3 weeks of 4 days @ 3 hours = 36		
	4 days w/orchestra @ 3 hours = 12		
	1 Saturday rehearsal @ 8 hours = 8		
	2 technical rehearsals @ 4 hours = 8		
	1 dress rehearsal @ 5 hours = 5		
	109		109.0
7.	Coordinate technical components of production	4.0	7.0
8.	Purchase, pick-up materials, supplies, and equipment	5.0	8.0
9.	Keep production records, including expenditures	2.0	4.0
10.	Supervise all production elements during performances	4.0	6.0
11.	Supervise post-performance activities such as striking and storing set, costume cleaning and storage, clean-up, etc.	4.0	6.0
12.	Return borrowed, rented equipment and material	3.0	4.0
		145.0	192.0

Total hours needed for the activity outside of the regular work day 337.0

Activity Name & Code: ENRICHMENT ACTIVITIES (3-L14 and 3-L16)

School Level: Elementary School (2 per School)

ENRICHMENT ACTIVITIES ELEMENTARY SCHOOL (3-L14 and 3-L16)

Description of Activity: The sponsor will be responsible for organizing and directing the activities of a before and after school program for students. Each school principal will determine the exact nature of activities depending upon the needs and interests of the students. Stipend may be split. The sponsor is responsible for supervising students in classrooms, auditorium, and other meeting areas, and sponsors should establish a culture that ensures all students are treated fairly and equitably.

	<u>Hours</u>
1. Sponsor preparation time	4.0
2. 20 one-hour sessions with students	20.0
3. Post activity requirement	1.0
Total hours needed for the activity	25.0

Activity Name & Code: EXTRACURRICULAR ACTIVITIES DIRECTOR (3-D17)

School Level: High School

EXTRACURRICULAR ACTIVITIES DIRECTOR HIGH SCHOOL (3-D17)

Description of Activity: The stipend for the extracurricular activities director is intended for teacher-level staff. If there are no qualified MCPS teacher-level staff available for this position, schools may hire non-unit members in accordance with the guidelines contained in the most updated ECA Handbook Coaching Eligibility and Restrictions.

The extracurricular activities director is expected to assist the school administration with the supervision of students and student activities after the conclusion of the school day. This includes, but is not limited to:

- Work with all extracurricular sponsors to:
 - Provide training to extracurricular sponsors, in alignment with MCPS procedures and expectations
 - Maintain an after-school activities schedule (list of clubs/activities, meeting times and locations, and sponsors)
 - Collect, review, and manage student rosters and participation data
 - Maintain and draft reports showing student participation and other records relative to all extracurricular activities
 - Know and implement the after-school emergency plan
 - Distribute and maintain the after-school communications tree
 - Schedule and conduct meetings with sponsors, after-school supervision & academic monitors, as needed
 - Work collaboratively with the school athletics specialist, security team, and school administration
- Serve as a member of the school's operations team

	<u>Hours</u>
1. Meetings scheduled by the director of student leadership and extracurricular activities with school administrators and extracurricular sponsors	6.0
2. Local school meetings	20.0
3. Daily supervision of after-school extracurricular activities as directed by the principal and school administration all year	289.0
Total hours needed for the activity	315.0

Activity Name & Code: FLAG/MAJORETTE AND/OR RIFFLE TEAM
(3-E12 and 3-E13)

School Level: High School

FLAG/MAJORETTE AND/OR RIFFLE TEAM HIGH SCHOOL (3-E12 and 3-E13)

Description of Activity: Duties of the sponsor include assisting the marching band director in preseason and yearly marching activities, including managing equipment and uniforms, designing drills and shows, and rehearsing students. Depending on the schedule that is best for each school, the activity may be scheduled to begin in the summer. This stipend may be offered to anyone who is assisting the director with marching band, including a guard, dance or percussion instructor. The stipend may also be split amongst multiple people. The sponsor is responsible for supervising students in classrooms, auditorium, and other meeting areas, and sponsors should establish a culture that ensures all students are treated fairly and equitably.

	<u>Hours</u>	
	(3-E13)	(3-E12)
	<u>Band Director</u>	<u>Separate Sponsor</u>
1. Auditions: develop criteria and audition students	8.0	8.0
2. Uniforms: arrange for cleaning, fitting, issuing and maintaining records	8.0	8.0
3. Music selection: assist band director in selecting music by reviewing recordings	8.0	12.0
4. Choreography and show design: fit the music to a selected theme and developing plans for maneuvering within the band show	18.0	30.0
5. Scheduling: prepare summer communications and rehearsal schedule	4.0	4.0
6. Administrative preparations: arrange for cleaning and repairs of equipment and supplies	4.0	6.0
7. Conduct rehearsals with students	15.0	24.0
8. Conduct additional sectional rehearsals	10.0	28.0
9. Trips: attend and prepare students for competitions/festivals, and touch-up rehearsals	10.0	30.0

Total hours needed for the activity outside of the regular work day

If Done by someone receiving a Marching/Athletic Band Director Stipend 85.0

If Done by a Separate Sponsor: 150.0

Activity Name & Code: FORENSICS COACH (3-L02)

School Level: High School

FORENSICS COACH HIGH SCHOOL (3-L02)

Description of Activity: It is the responsibility of the high school forensics coaches to sponsor students from school in the activities of the Montgomery County Forensics League. This responsibility extends throughout the year from a late August MCFL organizational meeting through an awards night program generally held in March or April. The sponsor is responsible for supervising students in classrooms, auditorium, and other meeting areas, and sponsors should establish a culture that ensures all students are treated fairly and equitably.

Minimum performance criteria require that the forensics coach:

- Spends at least 225 hours annually in the sponsorship of the activity, 32 of which must be used through participation in Montgomery County Forensics League (MCFL) tournaments.
- Prepares team members for participation in the three preliminary tournaments of the MCFL and to the honors tournament if his/her students are involved and accompanies them to each.
- Attends all regularly scheduled meetings of the MCFL, participates in league workshops, hosts league tournaments, and assumes league leadership functions when called upon.
- Is thoroughly familiar with and acquaints team members with the standards and procedures of the MCFL.
- Possesses and imparts to team members a thorough understanding of the categories of forensics competition as well as a practical awareness of the distinction between acting and oral interpretation.
- Assists students in the selection of appropriate material, in cutting material to required time, and in the refinement of the material for oral presentation.
- Emphasizes, by both instruction and example, those aspects of forensic involvement which relate rather to the total growth of the student than to sheer competitive achievement.
- Instills in the students an abiding respect for the value of language well used as a means to personal fulfillment, to effective communication, and to aesthetic gratification.

The following minimum time expenditures outside the school day are indicated as appropriate to the above criteria:

1.	Preparation time (sponsor only)	15.0
2.	Preparation time (w/students before/after school hours)	170.0
3.	Accompanying students to MCFL competitions	32.0
4.	Other (travel to competitions and MCFL meetings)	8.0

Total hours needed for the activity outside of the regular work day	225.0
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Activity Name & Code: INSTRUMENTAL MUSIC DIRECTOR (3-R25)

School Level: Middle School

INSTRUMENTAL MUSIC DIRECTOR MIDDLE SCHOOL (3-R25)

Description of Activity: The instrumental music director will be responsible for organizing and directing instrumental music activities which are an outgrowth of the school music program. The sponsor assigned to this activity must possess appropriate training and background. The sponsor is responsible for supervising students in classrooms, auditorium, and other meeting areas, and sponsors should establish a culture that ensures all students are treated fairly and equitably. When multiple instrumental music teachers are employed at the school, this stipend may be shared.

	<u>Hours</u>
1. Concerts and extra rehearsals	32.0
2. Festivals, clinics, local trips including participation at state and district instrumental festivals, and attendance at special performances	10.0
3. Coaching of soloists and small performing ensembles preparing for county and state festivals and school and community functions	18.0
4. Sectional rehearsals	8.0
5. Management of finances and inventory of concert uniforms, music, and equipment	17.0
Total hours needed for the activity outside of the regular work day	85.0

Activity Name & Code: INSTRUMENTAL MUSIC DIRECTOR (3-R53)

School Level: High School

INSTRUMENTAL MUSIC DIRECTOR HIGH SCHOOL (3-R53)

Description of Activity: The instrumental music director will be responsible for organizing and directing instrumental music activities which are an outgrowth of the school music program. The sponsor assigned this activity must possess appropriate training and background. The sponsor is responsible for supervising students in classrooms, auditorium, and other meeting areas, and sponsors should establish a culture that ensures all students are treated fairly and equitably. When multiple instrumental music teachers are employed at the school, this stipend may be shared.

	<u>Hours</u>
1. Concerts and rehearsals (including formal performances, out-of-school rehearsals, coaching sessions, and planning and production)	30.0
2. Festivals, clinics, trips (including state, regional, and local festivals, student clinics, short trips, overnight trips out-of-area, and planning)	50.0
3. Chamber music groups and ensembles (regularly scheduled beyond the school day throughout the year)	45.0
4. Cluster coordination (includes organization, publicity, and performance at cluster concert)	25.0
5. Management of finances and inventory of concert uniforms, music, and equipment	20.0
Total hours needed for the activity outside of the regular work day	170.0

Activity Name & Code: IT'S ACADEMIC TEAM (3-L52)

School Level: High School

IT'S ACADEMIC TEAM HIGH SCHOOL (3-L52)

Description of Activity: It's Academic is an extra-curricular activity that prepares students to accumulate knowledge for the purpose of participating in regional and national academic competitions and fostering greater interest in academics. The standard competitions include questions pertaining to physics, chemistry, other sciences, math, history, art, literature, popular culture and other topics. It's Academic prepares students to compete in year-round academic quiz bowl competitions, from local Montgomery Academic Beltway League to the NBC-4 television show "It's Academic." The sponsor is responsible for supervising students in classrooms, auditorium, and other meeting areas, and sponsors should establish a culture that ensures all students are treated fairly and equitably.

The following minimum time expenditures outside the school day are indicated as appropriate to the above criteria:

	<u>Hours</u>
1. Preparation time (sponsor only)	12.0
2. Preparation time (w/ students before/after school hours)	44.0
3. Accompanying students to Montgomery Academic Beltway matches	28.0
4. Accompanying students to weekend tournaments	16.0
Total hours needed for the activity outside of the regular work day	100.0

Activity Name & Code: JAZZ ENSEMBLE DIRECTOR (3-R26)

School Level: Middle School

JAZZ ENSEMBLE DIRECTOR MIDDLE SCHOOL (3-R26)

Description of Activity: The jazz ensemble director will be responsible for organizing and administering weekly rehearsals and several performances each year. The director must possess training and background in musical arranging, jazz improvisation, and conducting. The sponsor is responsible for supervising students in classrooms, auditorium, and other meeting areas, and sponsors should establish a culture that ensures all students are treated fairly and equitably.

	<u>Hours</u>
1. Selection of music, score study, and preparation	4.0
2. Rehearsals and performances (including 2 hours per week for 28 weeks and 3 performances of 2 hours each)	62.0
3. Inventory, filing, and maintenance of music and equipment inventory	4.0

Total hours needed for the activity outside of the regular work day	70.0
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Activity Name & Code: JUNIOR CLASS ADVISOR (3-N05)

School Level: High School

JUNIOR CLASS ADVISOR HIGH SCHOOL (3-N05)

Description of Activity: The junior class advisor is responsible for supervising all school sponsored junior class activities throughout the year. The sponsor is responsible for supervising students in classrooms, auditorium, and other meeting areas, and sponsors should establish a culture that ensures all students are treated fairly and equitably.

The duties and minimum time allocations of the junior class advisor include, but are not limited to, the following:

	<u>Hours</u>
1. Preparation and Planning	50.0
a. establishing and maintaining official class lists and files	
b. supervising class budgets, fees, and records of payments	
c. writing and distributing letters and memoranda to juniors and their parents	
d. maintaining records of accounts payable and paying outstanding obligations	
2. Meetings	85.0
a. with class officers, class representatives, or entire class for purpose of discussing activities	
b. with sales representatives and class representatives for selection of class rings	
3. Activities	10.0
a. supervise at least two junior class activities during the year, such as a banquet, a dance, an outing, or similar student-planned junior class function	
b. additional activities are optional	
4. Fundraising (the sponsor must approve and supervise all fundraising activities of the junior class)	30.0

Note: The members of the junior class will be directly involved in all decisions pertaining to the above activities. The junior class advisor, however, has the final authority for decision making.

Total hours needed for the activity outside of the regular work day	175.0
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Activity Name & Code: MARCHING BAND/PEP BAND DIRECTOR (3-R52)

School Level: High School

MARCHING BAND/PEP BAND DIRECTOR HIGH SCHOOL (3-R52)

Description of Activity: The non-competitive marching band director will be responsible for organizing and directing the students during the fall marching season. The band must produce some kind of field show. Sponsors assigned to this activity must possess appropriate training and background. The sponsor is responsible for supervising students in classrooms, auditorium, and other meeting areas, and sponsors should establish a culture that ensures all students are treated fairly and equitably. A non-competitive marching band is one that performs a field or parade show but does not compete against other bands in any way.

1. Rehearsals, planning, and production.
2. Stands and field performances at all home football games. (At least all home football games. Bands may perform at away football games if mutually agreed upon by the principal, athletic specialist, and band director.)
3. Performances for other school and community events
4. Other activities as approved by the principal

Total hours needed for the activity outside of the regular work day 110.0

A person receiving this stipend is also eligible for the 3-R51 Marching Band Preseason stipend.

A person receiving this stipend who has no other instructional staff is also eligible for 3-E13 Marching Band Assistant stipend.

A school which receives this stipend may not receive either the 3-R50 Competitive Marching Band or the 3-R54 Non-Marching Athletic Band stipends.

Activity Name & Code: MATH OLYMPIAD COACH (3-L15)

School Level: Middle School

MATH OLYMPIAD COACH MIDDLE SCHOOL (3-L15)

Description of Activity: The sponsor will be responsible for organizing and directing the activities of the middle school math team for the school. This responsibility extends throughout the year. The purpose of the middle school math team is to encourage a wide variety of students to strengthen and refine their higher order thinking through team competition. Participation in math team activities often provides students with the inspiration to continue in the study of higher level mathematics. Math team provides a vehicle for gifted mathematics students to receive recognition for their abilities at the local, state, and national level. The sponsor is responsible for supervising students in classrooms, auditorium, and other meeting areas, and sponsors should establish a culture that ensures all students are treated fairly and equitably.

- Publicize the activity within the school
- Arrange for practices
- Assist in the preparation of the problems for practices
- Acquaint team members with the standards, procedures, and rules of the middle school math league
- Conduct team practices
- Establish a school policy for determination of members on the A team
- Arrange transportation of the team members to and from the meets
- Attend meets
- Record team and individual scores at the meet
- Maintain records of the student's score
- Inform the county coordinator of the team and individual scores
- Publicize the team results at the local school
- Determine a policy for recognition of team members
- Recognize members of the team by presentation of a certificate or the like
- Investigate other math competitions which are appropriate for the school
- Participate in other appropriate math competitions

		<u>Hours</u>
1.	15 practice sessions @ 2 hours each	34.0
2.	4 meets @ 3 hours each	12.0
3.	Preparation of practice problems, etc.	28.0
4.	Participation in other math competitions	15.0
5.	Travel to meets	6.0
Total hours needed for the activity outside of regular work days		95.0

Activity Name & Code: MATHLETES (3-L03)

School Level: High School

MATHLETES HIGH SCHOOL (3-L03)

Description of Activity: The sponsor will be responsible for organizing and directing the activities of the high school math team for the school. This responsibility extends throughout the year. The purpose of the high school math team is to encourage a wide variety of students to strengthen and refine their higher order thinking through team competition. Participation in math team activities often provides students with the inspiration to continue in the study of higher level mathematics in high school and college. Math team provides a vehicle for gifted mathematics students to receive recognition for their abilities at the local, state, and national level. The sponsor is responsible for supervising students in classrooms, auditorium, and other meeting areas, and sponsors should establish a culture that ensures all students are treated fairly and equitably.

- Publicize the competitions within the school
- Arrange for practices
- Prepare problems for practices
- Acquaint team members with the standards, procedures, and rules of the Montgomery County Math League
- Conduct team practices
- Establish a school policy for determination of members on the A team and B team
- Arrange transportation of the team members to and from the meets
- Attend meets
- Record team and individual scores at the meet
- Maintain records of the student's score
- Inform the county coordinator of the team and individual scores
- Publicize the team results at the local school
- Determine a policy for recognition of team members
- Recognize members of the team by presentation of a certificate or the like
- Investigate other math competitions which are appropriate for the school
- Participate in other appropriate math competitions

		<u>Hours</u>
1.	23 practice sessions @ 2 hours each	46.0
2.	9 meets @ 2 hours each	18.0
3.	Preparation of practice problems, etc.	30.0
4.	Participation in other math competitions	15.0
5.	Travel to meets	8.0
Total hours needed for the activity outside of regular work days		117.0

Activity Name & Code: MINORITY SCHOLARS PROGRAM SPONSOR (3-K01)

School Level: Middle School

MINORITY SCHOLARS PROGRAM SPONSOR MIDDLE SCHOOL (3-K01)

Description of Activity: The Minority Scholars Program (MSP) Sponsor is intended for school-based staff only. It is not a position to be filled by anyone who is not a staff member at the particular school. The mission of the Minority Scholars Program is to empower students to analyze and disrupt racial inequities and systems of oppression. In other words, it is a student-driven initiative aimed at tackling the opportunity gap and ensuring educational equity. As such, the MSP Movement, as it is often referred to, is based around student voice, student leadership, and student activism. The job of the school-based sponsor is to support the vision, mission, and goals of MSP by serving as both a supporter and a “coach” for the students within MSP.

This includes but is not limited to:

- Helping to guide and grow the MSP Movement within a school such that it stays true to the mission, vision, and 6 keys of MSP (Academic Achievement, Leadership Development, Student Voice, Building Cultural Capital, Enhancing Sense of Belonging, and Raising Critical Consciousness)
- Empowering and guiding students to lead efforts to build and create equity
- Recruiting students to be part of the Movement and train students to recruit others.
- Collecting and maintaining MSP membership data
- Training students to organize and lead weekly meetings, activities, and events, as well as help them learn leadership skills.
- Training students in understanding the opportunity gap and identifying gaps within their schools
- Helping students to identify solutions and strategies to be used within the school.
- Providing logistical support and guidance for students in all phases of analysis, planning, and implementation of equity efforts, initiatives, and activities
- Recruiting and encouraging student leaders to take part in, and attend, the Annual MSP Retreat
- Supporting (attending if possible) all countywide MSP efforts, including the MSP Retreat, Task Force, Trainings, and student-led events
- Recruiting, encouraging, and identifying student leaders to take part in the summer internship program.
- Communicating, coordinating, and articulating MSP chapter efforts within elementary, middle, and high school cluster

NOTE: MSP Activities and planning occur both during and after school hours. Task Force Meetings are once a month at MCEA from 4-6 pm. The Retreat usually occurs on a Saturday in early March

	<u>Hours</u>
1. Preparation planning for MSP engagement (meeting preparation, transportation, finance management)	30.0
2. Supervise MSP meetings at the school to include student training	100.0
3. Coordinate MSP programs with the school administration, cluster schools, and the districtwide MSP leadership team	30.0
4. Supervise and monitor all MSP-sponsored events within the school, the Task Force Meetings, the MSP Retreat, training, and student-led events	50.0
Total hours needed for the activity outside of regular work days	210.0

Activity Name & Code: MINORITY SCHOLARS PROGRAM SPONSOR (3-K01)

School Level: High School

MINORITY SCHOLARS PROGRAM SPONSOR HIGH SCHOOL (3-K01)

Description of Activity: The Minority Scholars Program (MSP) Sponsor is intended for school-based staff only. It is not a position to be filled by anyone who is not a staff member at the particular school. The mission of the Minority Scholars Program is to empower students to analyze and disrupt racial inequities and systems of oppression. In other words, it is a student-driven initiative aimed at tackling the opportunity gap and ensuring educational equity. As such, the MSP Movement, as it is often referred to, is based around student voice, student leadership and student activism. The job of the school-based sponsor is to support the vision, mission and goals of MSP by serving as both a supporter and a “coach” for the students within MSP.

This includes but is not limited to:

- Helping to guide and grow the MSP Movement within a school such that it stays true to the mission, vision, and 6 keys of MSP (Academic Achievement, Leadership Development, Student Voice, Building Cultural Capital, Enhancing Sense of Belonging, and Raising Critical Consciousness)
- Empowering and guiding students to lead efforts to build and create equity
- Recruiting students to be part of the Movement and train students to recruit others.
- Collecting and maintaining MSP membership data
- Training students to organize and lead weekly meetings, activities and events, as well as help them learn leadership skills.
- Training students in understanding the opportunity gap and identifying gaps within their schools
- Helping students to identify solutions and strategies to be used within the school.
- Providing logistical support and guidance for students in all phases of analysis, planning and implementation of equity efforts, initiatives and activities
- Ensuring a student representative (and encouraging other MSP student leaders) attend the Countywide Task Force Meetings so that they can connect with peers across school boundaries and share in efforts and ideas.
- Recruiting and encouraging student leaders to take part in, and attend, the Annual MSP Retreat
- Supporting (and attend if possible) all countywide MSP efforts, including the MSP Retreat, Task Force, Trainings, and student-led events
- Recruiting, encouraging, and identifying student leaders to take part in the summer internship program.
- Communicating, coordinating, and articulating MSP chapter efforts within elementary, middle and high school cluster

NOTE: MSP Activities and planning occur both during and after-school hours. Task Force Meetings are once a month at MCEA from 4-6 pm. The Retreat usually occurs on a Saturday in early March.

	<u>Hours</u>
1. Preparation planning for MSP engagement (meeting preparation, transportation, finance management)	40.0
2. Supervise MSP meetings at the school to include student training	120.0
3. Coordinate MSP programs with the school administration, cluster schools, and the districtwide MSP leadership team	30.0
4. Supervise and monitor all MSP sponsored events within the school, the Task Force Meetings, the MSP Retreat, trainings, and student-led events	80.0
Total hours needed for the activity outside of the regular work day	270.0

Activity Name & Code: MOCK TRIAL PROGRAM (3-L13)

School Level: High School

MOCK TRIAL PROGRAM HIGH SCHOOL (3-L13)

Description of Activity: The responsibilities of the sponsor described in terms of days and hours are the minimum number required to reasonably fulfill the requirements of the activity. The actual length of season and number of practices varies slightly each year. This activity is an extension of NSL-B and Law. Students analyze legal cases and prepare arguments from both sides. The sponsor is responsible for supervising students in classrooms, auditorium, and other meeting areas, and sponsors should establish a culture that ensures all students are treated fairly and equitably.

	<u>Hours</u>
1. Pre and postseason meetings scheduled by coordinator of social studies	4.0
2. Length of season – November through March	
3 practices @ 1.0 hour per week	48.0
4 contests average 4.0 hours	16.0
3. Preparation – Supervision – Transportation	
Preseason planning – 10.0 hours (including meeting with coordinator)	8.0
Each contest preparation – 2.0 hours	10.0
Transportation – evening and non-school day @ 1.0 hour	4.0
Total hours needed for the activity outside of the regular work day.	90.0

Activity Name & Code: MUSIC THEATER DIRECTOR (3-R55)

School Level: High School

MUSIC THEATER DIRECTOR HIGH SCHOOL (3-R55)

Description of Activity: The music theater director will be responsible for organizing and directing the musical show pit orchestra for Broadway or all-school productions (including rehearsals, planning and consultation, coaching, etc.). The sponsor assigned this activity must possess appropriate training and background. The sponsor is responsible for supervising students in classrooms, auditorium, and other meeting areas, and sponsors should establish a culture that ensures all students are treated fairly and equitably.

	<u>Hours</u>
1. Consultation on musical selection with Drama Director, Choral Director and Stage Director	4.0
2. Rehearsals with pit orchestra members and musical cast	40.0
3. Performances	16.0
4. Administrative tasks	5.0

Total hours needed for the activity outside of the regular work day	65.0
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Activity Name & Code: NEWSPAPER ADVISOR (3-J03)

School Level: Middle School

NEWSPAPER ADVISOR MIDDLE SCHOOL (3-J03)

Description of Activity: It is the responsibility of the middle school newspaper advisor to direct staff in all steps in publication of a minimum of four four-page issues of the school newspaper or in publication of six eight-page news magazines. This responsibility extends throughout the school year from late August through the publication of the last issue in June. The sponsor is responsible for supervising students in classrooms, auditorium, and other meeting areas, and sponsors should establish a culture that ensures all students are treated fairly and equitably.

Minimum performance criteria require that the newspaper advisor:

- Instructs students and guides them in the use of the skills they need to write accurately, precisely, objectively, and creatively; instructs and guides students in reporting accurately and objectively and in expressing editorial opinions based on verified facts
- Guides students in perfecting techniques in the following areas: desktop publishing (including headlines, layout, and typography), interviewing, editing, photography, business, and advertising
- Instills in the staff a determination to be as professional as possible by acquainting them with the principles and ethics of professional journalism
- Familiarizes students with the legal restrictions on the press, such as the laws of libel, obscenity, invasion of privacy, and copyright, as well as the rights of the press guaranteed by the First Amendment
- Guides students in the operation of the newspaper on a sound financial basis, including establishing and maintaining a budget, selling advertisements and subscriptions, collecting monies due, circulating the newspaper, keeping accurate books, and providing for at least one annual financial report; guides students in planning, executing and evaluating each edition of the newspaper
- Provides the staff with a newspaper library and with opportunities to read newspapers from other schools in Montgomery County and elsewhere
- Serves as a buffer between the staff and influences both within and outside the school and provides staff members from unwarranted pressures
- Keeps staff apprised of developing trends in school newspapers and the professional press of services and aids available through scholastic press associations, and of opportunities for the staff to participate in state, regional, and national press activities and meetings

The following minimum time expenditures outside the school day are indicated as appropriate to the above criteria:

	<u>Hours</u>
1. Preparation time (advisor)	15.0
2. Preparation time (with students before/ after school hours)	
• Length of school year — <u>late August to end of June</u>	
• 4 issues of four-page paper @ 12.0 hours – includes:	72.0
– instructing and guiding students in writing and reporting skills	
– guiding students in desktop publishing, interviewing, editing, photography skills	
– assisting students in working with the printer	
• Guiding students in financial operation of paper	
– including selling ads, keeping books, providing one annual financial report	13.0
Total hours needed for the activity outside of the regular workday	100.0

Activity Name & Code: NEWSPAPER ADVISOR (3-J03)

School Level: High School

NEWSPAPER ADVISOR HIGH SCHOOL (3-J03)

Description of Activity: It is the responsibility of the high school newspaper advisor to direct staff in all steps in publication of a minimum of eight 16 to 24-page issues of the school newspaper or in publication of eight 16 to 24-page news magazines. This responsibility extends throughout the school year from late August through the publication of the last issue in June. The sponsor is responsible for supervising students in classrooms, auditorium, and other meeting areas, and sponsors should establish a culture that ensures all students are treated fairly and equitably.

Minimum performance criteria require that the newspaper advisor:

- Instructs students and guides them in the use of the skills they need to write accurately, precisely, objectively, and creatively; instructs and guides students in reporting accurately and objectively and in expressing editorial opinions based on verified facts
- Guides students in perfecting techniques in the following areas: desktop publishing (including headlines, layout, and typography), interviewing, editing, photography, business, and advertising
- Instills in the staff a determination to be as professional as possible by acquainting them with the principles and ethics of professional journalism
- Familiarizes students with the legal restrictions on the press, such as the laws of libel, obscenity, invasion of privacy, and copyright, as well as the rights of the press guaranteed by the First Amendment
- Guides students in the operation of the newspaper on a sound financial basis, including establishing and maintaining a budget, selling advertisements and subscriptions, collecting monies due, circulating the newspaper, keeping accurate books, and providing for at least one annual financial report; guides students in planning, executing and evaluating each edition of the newspaper
- Provides the staff with a newspaper library and with opportunities to read newspapers from other schools in Montgomery County and elsewhere
- Serves as a buffer between the staff and influences both within and outside the school and provides staff members from unwarranted pressures
- Keeps staff apprised of developing trends in school newspapers and the professional press of services and aids available through scholastic press associations, and of opportunities for the staff to participate in state, regional, and national press activities and meetings

The following minimum time expenditures outside the school day are indicated as appropriate to the above criteria:

	<u>Hours</u>
1. Preparation time (advisor)	15.0
2. Preparation time (with students before/after school hours)	
• Length of school year — <u>late August to end of June</u>	
• 8 issues of a 16 to 24-page paper @ 24.0 hours - includes:	144.0
–instructing and guiding students in writing and reporting skills	
–guiding students in desktop publishing, interviewing, editing, photography skills	
–assisting students in working with the printer	
• Guiding students in financial operation of paper	56.0
–including selling ads, keeping books, providing one annual financial report	
• Accompanying students to state, regional and press activities/meetings and journalism conferences	10.0
Total hours needed for the activity outside of the regular work day	225.0

Activity Name & Code: OUTDOOR ENVIRONMENTAL EDUCATION ORGANIZER (3-L20)

School Level: Middle School (Schools with Grades 6 - 8)

OUTDOOR ENVIRONMENTAL EDUCATION ORGANIZER MIDDLE SCHOOL (3-L20)

Description of Activity: The outdoor environmental education organizer will take the lead on organizing the school's residential outdoor education program for Grade 6 students, which includes finalizing the three-day schedule of classes and activities, assigning staff, ensuring substitute coverage and plans for stay-back students, spearheading student recruitment, maintaining parent communication, facilitating the distribution and collection of permission and medical forms, payment and finances, and creating the dormitory sleeping arrangements. All of this will occur in coordination with the Outdoor Environmental Educator at Outdoor Environmental Education Programs (OEEP). At middle schools, the stipend may be split between two teachers. The sponsor is responsible for supervising students in classrooms, auditorium, and other meeting areas, and sponsors should establish a culture that ensures all students are treated fairly and equitably.

Hours

Total hours needed for the activity.

40.0

Activity Name & Code: PEP BAND DIRECTOR (3-R54)

School Level: High School

PEP BAND DIRECTOR HIGH SCHOOL (3-R54)

Description of Activity: The athletic band director will be responsible for organizing and directing the students during appropriate fall athletic contests. Sponsors assigned to this activity must possess appropriate training and background. The sponsor is responsible for supervising students in classrooms, auditorium, and other meeting areas, and sponsors should establish a culture that ensures all students are treated fairly and equitably. A non-marching athletic band is one that only performs standing still and in the stands, and does not perform any kind of field or parade show.

1. Planning, rehearsals, performances at football games, and other performances (At least all home football games. Bands may perform at away football games if mutually agreed upon by the principal, athletic specialist, and band director.)
2. Other activities as approved by the principal

Total hours needed for the activity outside of the regular work day	60.0
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A person receiving this stipend is not eligible for any other marching band stipend., including the 3-R51 Marching Band Preseason stipend or the 3-E12/3-E13 Marching Band Assistant stipend.

A school which receives this stipend may not receive any other marching band stipend, including 3-R50 Competitive Marching Band, 3-R51 Preseason Marching Band, 3-E12/3-E13 Marching Band Assistant, or 3-R52 Non-Competitive Marching Band stipends.

Activity Name & Code: SAFETY PATROL (3-M01)

School Level: Elementary School

SAFETY PATROL ELEMENTARY SCHOOL (3-M01)

Description of Activity: The sponsor will be responsible for organizing and directing the activities of the elementary safety patrols. In addition, other duties shall include, but not be limited to, regular meetings with patrols and police officers, awards/recognition of patrols, election of officers, training of patrols, passing out and collecting equipment, bus evacuation drills, and checking duty stations. The sponsor is responsible for supervising students in classrooms, auditorium, and other meeting areas, and sponsors should establish a culture that ensures all students are treated fairly and equitably.

	<u>Hours</u>
1. Monitoring and assisting patrols daily (including training, checking duty stations, changing posts)	140.0
2. Special activities	25.0
3. Preparation time (including pre and post year material distribution, organizing bus evacuation drills, meetings)	26.0
Total hours needed for the activity outside of the regular work day	191.0

Activity Name & Code: SENIOR CLASS ADVISOR (3-N06)

School Level: High School

SENIOR CLASS ADVISOR HIGH SCHOOL (3-N06)

Description of Activity: The senior class advisor is responsible for supervising all school sponsored senior class activities throughout the year. The culminating activities are the commencement and graduation ceremonies. The sponsor is responsible for supervising students in classrooms, auditorium, and other meeting areas, and sponsors should establish a culture that ensures all students are treated fairly and equitably.

The duties and minimum time allocations of the senior class advisor include, but are not limited to, the following:

	<u>Hours</u>
1. Preparation and Planning	90.0
a. establishing and maintaining official class lists and files	
b. supervising class budgets, fees, and records of payments	
c. writing and distributing letters and memoranda to seniors and their parents	
d. maintaining records of accounts payable and paying outstanding obligations	
e. planning for and following through on all details pertaining to the commencement activities, such as programs, seating, guests, speakers, diploma distribution, cap and gown distribution and return, ushers and parking attendants, music, and processional	
2. Meetings	110.0
a. with class officers, class representatives, or entire class for purpose of discussing activities	
b. with numerous sales representatives and class representatives for selection of caps and gowns, announcements, etc.	
3. Activities	20.0
a. supervise at least two senior class activities during the year, such as a banquet, a dance, an outing, or similar student-planned senior class function	
b. practice sessions for and implementation of the commencement program	
c. additional activities, such as baccalaureate exercises, are optional	
4. Fundraising (the sponsor must approve and supervise all fundraising activities of the senior class)	30.0

Note: The members of the senior class will be directly involved in all decisions pertaining to the above activities. The senior class advisor, however, has the final authority for decision making.

Total hours needed for the activity outside of the regular work day	250.0
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Activity Name & Code: SGA SPONSOR (3-F04)

School Level: Middle School

SGA SPONSOR MIDDLE SCHOOL (3-F04)

Description of Activity: Coordinate and supervise the development and operation of an SGA within the structure of the middle school. The sponsor is responsible for supervising students in classrooms, auditorium, and other meeting areas, and sponsors should establish a culture that ensures all students are treated fairly and equitably.

	<u>Hours</u>
1. Supervise and develop procedures for election of the SGA	20.0
2. Supervise the meeting of the SGA delegate assembly and executive committee	60.0
3. Coordinate activities with MCJC and attend two (2) meetings annually with student affairs office staff	20.0
4. Supervise and monitor all SGA sponsored events within the school (e.g., dances, contests, collections, etc.). Chaperone one MCJC or Maryland Association of Student Councils activity during the year and attend meetings with the student affairs office staff.	75.0
5. Coordinate SGA programs with the school administration	35.0
Total hours needed for the activity outside of the regular work day	210.0

Activity Name & Code: SGA SPONSOR (3-F04)

School Level: High School

SGA SPONSOR HIGH SCHOOL (3-F04)

Description of Activity: The SGA sponsor is responsible for supervising all SGA activities and advising the student government and its officers on all matters pertaining to its constitution, its function, and its critical role in the lives of high school students. The sponsor is responsible for supervising students in classrooms, auditorium, and other meeting areas, and sponsors should establish a culture that ensures all students are treated fairly and equitably.

	<u>Hours</u>
1. Meetings	100.0
While the SGA meeting arrangements will vary from school to school, the minimum number of hours the sponsor should meet with the SGA officers, executive board, planning committees, (homeroom grade) representative assembly, and other affiliated groups, including community and state organizations and two meetings annually with student affairs office staff, is 100 hours per school year. This would provide adequate time for an active SGA to plan for meeting its governmental responsibilities and implementing SGA sponsored activities.	
2. Activities	150.0
There is no standard list of activities which are or should be sponsored by the SGA. However, there is a general understanding that the SGA, in addition to its student government function, should foster the improvement of the quality of student life through the sponsorship of many student activities. These activities should be planned and implemented by the SGA with the sponsor acting in an advisor capacity. The SGA sponsor does have the responsibility for final approval or disapproval of these activities. School/community service activities are also appropriate for student government sponsorship.	
SGA sponsored student activities may be primarily for entertainment and enjoyment such as Homecoming activities, primarily for fundraising to finance non income producing activities such as operating a concession stand at athletic events, or for purposes such as a school dance.	
3. Develop procedures for and supervise the conduct of elections.	20.0
Total hours needed for the activity outside of the regular work day	270.0

Activity Name & Code: STAGE DIRECTOR (3-R12)

School Level: High School

STAGE DIRECTOR HIGH SCHOOL (3-R12)

Description of Activity: The operational description of the technical director (stage) calls for the supervision of design and construction of sets and properties for a minimum of two major theatrical productions a year. Activities required for the execution of those duties described here relate to tasks performed after the work hours during the school year, from September through June. The two major performances consist of one play and one musical. The sponsor is responsible for supervising students in classrooms, auditorium, and other meeting areas, and sponsors should establish a culture that ensures all students are treated fairly and equitably.

Minimal responsibilities for each type of production require the stage director to:

	Hours per Play	Hours per Musical
1. Consult and plan with producer/director	3.0	5.0
2. Develop technical budget	2.0	3.0
3. Design technical elements:		
• Set	6.0	12.0
• Lighting	3.0	5.0
• Sound	2.0	4.0
4. Organize crews and develop schedule	3.0	8.0
5. Purchase, acquire, and transport equipment and material	5.0	10.0
6. Construct and erect sets	82.0	115.0
7. Attend rehearsals:		
• Pre-technical	2.0	3.0
• Technical	8.0	15.0
8. Supervise technical elements of production during performance	8.0	8.0
9. Strike sets, props after performance	4.0	8.0
10. Return props, equipment, etc.	<u>4.0</u>	<u>5.0</u>
	132.0	201.0

Total hours needed for the activity outside of the regular work day	333.0
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Activity Name & Code: STAGE DIRECTOR (3-R18)

School Level: Middle School

STAGE DIRECTOR MIDDLE SCHOOL (3-R18)

Description of Activity: The operational description of the technical director (stage) calls for the supervision of design and construction of sets and properties for a minimum of one major theatrical production a year. Activities required for the execution of those duties described here relate to tasks performed after the work hours during the school year, from September through June. The sponsor is responsible for supervising students in classrooms, auditorium, and other meeting areas, and sponsors should establish a culture that ensures all students are treated fairly and equitably.

Minimal responsibilities for each type of production require the stage director to:

	Hours
1. Consult and plan with producer/director	4.0
2. Develop technical budget	2.0
3. Design technical elements:	
• Sets and lighting	3.0
• Sound	1.0
4. Organize crews and develop schedule	2.0
5. Purchase, acquire, and transport equipment and material	
6. Construct and erect sets	12.0
7. Attend rehearsals:	
• Pre-technical	2.0
• Technical	8.0
8. Supervise technical elements of production during performance	8.0
9. Strike sets, props after performance	4.0
10. Return props, equipment, etc.	4.0
Total hours needed for the activity outside of the regular work day	50.0

Name of Activity: STEM (Science, Technology, Engineering, and Mathematics) CLUB (3-L18)

School Level: High School

STEM (Science, Technology, Engineering, and Mathematics) CLUB HIGH SCHOOL (3-L18)

Description of Activity: Science, Technology, Engineering, and Mathematics (STEM) Clubs provide a variety of opportunities and experience beyond the classroom intended to foster STEM literacy and motivate students to pursue STEM careers. The sponsor is responsible for organizing and directing the activities of a before and/or after school program for students. The exact nature of activities will depend upon the needs and interests of the students. The sponsor is responsible for supervising students in classrooms, auditorium, and other meeting areas, and sponsors should establish a culture that ensures all students are treated fairly and equitably.

This stipend is available only for high schools with STEM clubs meeting outside of the instructional day. STEM Club sponsors that receive a stipend for STEM Club from other funding sources (including grants and mini-grants) are not eligible to receive this stipend.

- STEM Club sponsors should work an expected 100 hours to receive the full stipend.
- STEM Clubs that meet for less time during the year should be assigned a partial stipend according to the projected hours of work.

The principal selects the person(s) to serve in this role. The STEM Club stipend is intended for teacher-level staff. Principals may authorize part-time supporting services staff to perform this work if the person works less than 8 hours/day or 40 hours/week. Full-time supporting services staff are not eligible for this stipend.

Hours

Total hours needed for the activity outside of the regular work day

100.0

Activity Name & Codes: STUDENT SERVICE LEARNING (SSL) (3-S01; 3-S02 or 3-S03)

School Level: Middle School

STUDENT SERVICE LEARNING (SSL) MIDDLE SCHOOL (3-S01; 3-S02 or 3-S03)

Description of Activity: The SSL stipends are intended for teacher-level staff. Principals may authorize part-time supporting services staff to perform this work if the person works less than 8 hours/day or 40 hours/week. Full-time supporting services staff are not eligible for this stipend.

Class 3 stipend positions may be shared by two or more employees and may be apportioned in whatever manner the principal chooses as long as the employees agree to the ratio. Class 3 stipends must be split in whole dollar amounts only, even if it means one staff member is apportioned more than the other. When the SSL stipend is split, one person must be designated as the lead SSL coordinator and point of contact for the school's SSL program.

SSL is a Maryland State Department of Education (MSDE) graduation requirement. Beginning with the Class of 2011, MCPS students must complete a minimum of 75 SSL hours. Students may begin earning hours the summer after completing Grade 5 and continue to accrue them through high school. MCPS provides funding to support SSL coordination in every secondary school. The principal selects the person to serve in this role. Responsibilities of the school-based SSL coordinator include the following:

- Being well informed of the MSDE SSL mandate and MCPS implementation guidelines
- Adhering to the MCPS SSL implementation guidelines and communicating them to students, parents, and school staff
- Creating and maintaining an SSL file on each student and inputting accurate and timely service-learning data on The Synergy Student Information System (SIS) for student reports and transcripts
- Promoting school and community SSL opportunities
- Collaborating with administrators to address individual SSL issues as they arise
- Attending SSL coordinator meetings and maintaining contact with the countywide SSL coordinator
- Advertising SSL award opportunities
- The sponsor is responsible for supervising students in classrooms, auditorium, and other meeting areas, and sponsors should establish a culture that ensures all students are treated fairly and equitably.

Student progress toward this graduation requirement is monitored by school counselors at regular intervals. Comprehensive information regarding the SSL program is available on the MCPS website at <http://www.montgomeryschoolsmd.org/departments/ssl/>. Questions may be directed to the coordinator of the Student Service Learning Program at 240-740-4691.

The SSL stipend allocation is dependent on the school's projected total enrollment as follows:

Projected Enrollment	Class 3 Activity Description	Class 3 Activity Code
Up to 500	SSL (Small)	E3S012
501 - 1,000	SSL (Medium)	E3S022
1,001 - 1,500	SSL (Large)	E3S032

Name of Activity: STUDENT SERVICE LEARNING (SSL) (3-S04)

School Level: High School

STUDENT SERVICE LEARNING (SSL) HIGH SCHOOL (3-S04)

Description of Activity: The SSL stipends are intended for teacher-level staff. Principals may authorize part-time supporting services staff to perform this work if the person works less than 8 hours/day or 40 hours/week. Full-time supporting services staff are not eligible for this stipend.

Class 3 stipend positions may be shared by two or more employees and may be apportioned in whatever manner the principal chooses as long as the employees agree to the ratio. Class 3 stipends must be split in whole dollar amounts only, even if it means one staff member is apportioned more than the other. When the SSL stipend is split, one person must be designated as the lead SSL coordinator and point of contact for the school's SSL program.

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- Promoting school and community SSL opportunities
- Collaborating with administrators to address individual SSL issues as they arise
- Attending SSL coordinator meetings and maintaining contact with the countywide SSL coordinator
- Advertising SSL award opportunities
- The sponsor is responsible for supervising students in classrooms, auditorium, and other meeting areas, and sponsors should establish a culture that ensures all students are treated fairly and equitably.

Student progress toward this graduation requirement is monitored by school counselors at regular intervals. Comprehensive information regarding the SSL program is available on the MCPS website at <http://www.montgomeryschoolsmd.org/departments/ssl/>. Questions may be directed to the coordinator of the Student Service Learning Program at 240-740-4691.

Activity Name & Code: YEARBOOK ADVISOR (3-J02)

School Level: ELEMENTARY SCHOOL

YEARBOOK ADVISOR ELEMENTARY SCHOOL (3-J02)

Description of Activity: It is the responsibility of the yearbook advisor to organize and direct all phases of activities culminating in the production of an annual school yearbook. This responsibility extends throughout the school year – culminating in the publication of a yearbook in the spring.

Minimal performance criteria require that the yearbook sponsor:

- Utilize good yearbook techniques, including (1) the fundamentals of desktop publishing, (2) the composition of clear, concise copy, (3) the editing of space requirements and content, (4) the practice of good principles of layout, (5) the structuring of the yearbook according to an original and appropriate thematic design, (6) the selection and cropping of photographs, and (7) establishments of standards for all yearbook photographs (e.g., good contrast, content, focus, and impact).
- Involves students in aspects of the process; such as taking and submitting photos, identifying students in photos, designing the yearbook cover, and choosing a theme.
- Collaborates with appropriate school-based staff regarding yearbook photos (individual, group, and candid) supervising the writing of copy, soliciting advertisements, designing layouts, and managing all other elements in such a way as to meet all deadlines for publication and distribution.
- Determines best practices for selling and distributing the yearbook.

Hours

- | | |
|---|------|
| 1. Planning | 10.0 |
| <ul style="list-style-type: none">• Determining a system for collecting candid photo• Working with school-based staff and/or yearbook company for individual and group photos• Involving students in the creation of the yearbook | |
| 2. Design/Creation time | 80.0 |
| <ul style="list-style-type: none">• Choosing and designing layouts from cover to cover; selecting yearbook theme• Choosing photographs• Editing and cropping designs/photos/layout• Ensuring equitable student representation throughout• Composing clear and coincide copy (captions, headlines, titles)• Editing and proofreading prior to publication | |
| 3. Post-Production and Distribution | 10.0 |
| <ul style="list-style-type: none">• Working with school-based staff and/or yearbook company to create a process for selling the yearbook• Developing a distribution system• Distributing the yearbook | |

Total hours needed for the activity	100.0
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Activity Name & Code: YEARBOOK ADVISOR (3-J02)

School Level: Middle School

YEARBOOK ADVISOR MIDDLE SCHOOL (3-J02)

Description of Activity: It is the responsibility of the yearbook advisor to organize and direct all phases of activities culminating in the production of an annual school yearbook. This responsibility extends throughout the school year—from the selection of staff and examination of contractual agreements and bids during the spring semester through the publication of a yearbook the succeeding spring. The sponsor is responsible for supervising students in classrooms, auditorium, and other meeting areas, and sponsors should establish a culture that ensures all students are treated fairly and equitably.

Minimum performance criteria require that the yearbook sponsor:

- Instructs the yearbook staff on good yearbook techniques, including (1) the fundamentals of desktop publishing, (2) the composition of clear, concise copy, (3) the editing of space requirements and content, (4) the practice of good principles of layout, (5) the structuring of the yearbook according to an original and appropriate thematic design, (6) the selection and cropping of photographs, and (7) establishments of standards for all yearbook photographs (e.g., good contrast, content, focus, and impact).
 - Establishes and leads the staff in observing sound business practices in budgeting, financing, and selling the book.
 - Collaborates with appropriate school-based staff and yearbook company for scheduling of individual, group, and candid pictures, for supervising the writing of copy, soliciting advertisements, designing layouts, and managing all other elements in such a way as to meet all deadlines for publication and distribution.
 - Decides during the spring semester current and pending contractual agreements and bids (i.e., with publishers and photography studios)
 - Selects and trains the new staff members for the following school year
 - Leads staff in self-evaluation of both planning and production procedures and product
 - Participates (and where appropriate, involves staff) in workshops related to yearbook development

Hours

- | | | |
|----|---|------|
| 1. | Preparation time (sponsor only) | 40.0 |
| | This includes but is not limited to designing layouts, managing elements of publication, budgeting, financing, and selling the book, planning for and executing the distribution of the yearbook, collaborating with yearbook and appropriate school-based staff to schedule individual and group photos, deciding contractual agreements and bids with publishers and photography studios, selecting and training the new staff members, participating with staff in workshops related to yearbook development | |
| 2. | Preparation time (sponsor and students) | |
| | • Instruct the yearbook staff on good yearbook techniques | 35.0 |
| | • Supervises scheduling individual and group pictures, writing copy, designing layouts, soliciting advertisements, and managing other elements of publication and distribution | 75.0 |
| | • Leads staff in self-evaluation of both planning and production procedures and product | 5.0 |

Total hours needed for the activity outside of the regular work day. 155.0

Activity Name & Code: YEARBOOK ADVISOR (3-J04)

School Level: High School

YEARBOOK ADVISOR HIGH SCHOOL (3-J04)

Description of Activity: It is the responsibility of the yearbook advisor to organize and direct all phases of activities culminating in the production of an annual school yearbook. This responsibility extends throughout the school year—from the selection of staff and examination of contractual agreements and bids during the spring semester through the publication of a yearbook the succeeding spring. Many schools also produce summer supplements. The sponsor is responsible for supervising students in classrooms, auditorium, and other meeting areas, and sponsors should establish a culture that ensures all students are treated fairly and equitably.

Minimum performance criteria require that the yearbook sponsor:

- Instructs the yearbook staff on good yearbook techniques, including (1) the fundamentals of desktop publishing, (2) the composition of clear, concise copy, (3) the editing of space requirements and content, (4) the practice of good principles of layout, (5) the structuring of the yearbook according to an original and appropriate thematic design, (6) the selection and cropping of photographs, and (7) establishments of standards for all yearbook photographs (e.g., good contrast, content, focus, and impact).
- Establishes and leads the staff in observing sound business practices in budgeting, financing, and selling the book.
- Assumes responsibility for scheduling individual and group pictures, for supervising the writing of copy, for soliciting advertisements, for designing layouts, and for managing all other elements in such a way as to meet all deadlines for publication and distribution.
 - Decides during the spring semester current and pending contractual agreements and bids (i.e., with publishers and photography studios)
 - Selects and trains the new staff members for the following school year
 - Leads staff in self-evaluation of both planning and production procedures and product
 - Participates (and where appropriate, involves staff) in workshops related to yearbook development

The following minimum time expenditures outside the school day are indicated as appropriate to the above criteria:

	Hours
1. Preparation time (sponsor only)	15.0
2. Preparation time (sponsor and students)	
• Instructs the yearbook staff on good yearbook techniques	35.0
• Leads staff in sound business practices, including budgeting, financing, and selling the book	40.0
• Supervises scheduling individual and group pictures, writing copy, designing layouts, soliciting advertisements, and managing other elements of publication and distribution	75.0
• Decides contractual agreements and bids with publishers and photography studios	10.0
• Selects and trains the new staff members	20.0
• Leads staff in self-evaluation of both planning and production procedures and product	20.0
• Participates with staff in workshops related to yearbook development	10.0

Total hours needed for the activity outside of the regular work day	225.0
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EXTRACURRICULAR ACTIVITIES PROGRAM HANDBOOK

ATHLETICS



Employee and Retiree Service Center
Montgomery County Public Schools
Rockville, MD

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Activity Name & Code: ASSISTANT ATHLETICS SPECIALIST (3-D02)

School Level: High School

ASSISTANT ATHLETICS SPECIALIST HIGH SCHOOL (3-D02)

Description of Activity: The assistant athletics specialist is expected to assist the athletics specialist in the administration of all aspects of the program. This includes, but is not limited to, contest management, transportation, uniform inventory, athletic rosters, awards, supervision of practices, and working with all coaches, sponsors, and booster organizations. The assistant athletics specialist should be able to implement the program in the absence of the athletics specialist and should be knowledgeable about the entire program.

	<u>Hours</u>
Meetings scheduled by the director of systemwide athletics (Attend at least one athletics specialists' meeting)	5.0
Length of season is all year	
8 August half days @ 3.5 hours	28.0
Hours required for contest coverage and assisting with all aspects of the athletic program as directed by the principal in cooperation with the athletics specialist.	282.0
Total time needed for the activity outside of the regular workday	315.0

Activity Name & Code: ASSISTANT GAME MANAGER (3-D15)

School Level: 1 Each High School

ASSISTANT GAME MANAGER HIGH SCHOOL (3-D15)

Description of Activity: To serve as assistant in managing afternoon and/or evening contests for all sports as deemed appropriate by the local high school administration.

	<u>Hours</u>
Preseason meetings with athletics specialist, principal, and security	3.0
Length of season 52 contests @ 3.0 hours per single contest (or 5.0 hours for doubleheader)	156.0
Postseason requirements (equipment, inventory, safety, etc.) – evaluative report to athletics specialist – 1.0 hour each athletic season	3.0

Total time needed for the activity outside of the regular workday	162.0
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Activity Name & Code: ATHLETIC COORDINATOR (3-C36)

School Level: Middle School

ATHLETIC COORDINATOR MIDDLE SCHOOL (3-C36)

Description of Activity: The athletic coordinator is responsible for organizing and administering the interscholastic athletics program in alignment with the R.A.I.S.E. core values and shall provide leadership that will ensure safe and equitable educational experiences for coaches and student-athletes. The responsibilities of the athletic coordinator described in terms of days and hours are the minimum number required to reasonably fulfill the requirements of the activity. The length of season and number of practices and games are based upon the school calendar.

	<u>Hours</u>
FALL – Cross Country and Softball	
1. County athletic coordinators' meeting	1.5
2. Meeting with administration	2.0
3. Coaches' meeting	1.0
4. Supervision – 5 contests @ 2.0 hours	10.0
5. Field and course prep	11.0
6. Arrange transportation/officials/reschedule make-ups/administrative duties	27.0
7. Uniforms and equipment inventory, disbursement	2.0
8. Administrative Tasks – physicals, forms, etc.	10.0
9. Publicity	2.0

Subtotal – Hours needed for the Fall activity outside of the regular work day	66.5
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WINTER – Basketball	
1. County athletic coordinators' meeting	1.5
2. Meeting with administration	1.5
3. Coaches' meeting	1.0
4. Supervision 6 contests @ 2.0 hours	12.0
5. Arrange transportation/officials/reschedule make-ups/administrative duties	27.0
6. Uniforms and equipment inventory, disbursement	1.0
7. Administrative Tasks – physicals, forms, etc.	8.0
8. Publicity	1.0

Subtotal – Hours needed for the Winter activity outside of the regular work day	53.0
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SPRING – Soccer	
1. County athletic coordinators' meeting	1.5
2. Meeting with administration	1.0
3. Coaches' meeting	1.0
4. Supervision 5 contests @ 2.0 hours	10.0
5. Arrange transportation/officials/reschedule make-ups/administrative duties	27.0
6. Field preparation	8.0
7. Uniforms and equipment inventory, disbursement	1.0
8. Administrative Tasks – physicals, forms, etc.	4.0
9. Publicity	1.0
10. Postseason duties ordering materials for next year	7.0

Subtotal – Hours needed for the Spring activity outside of the regular work day	61.5
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Total time needed for the activity outside of the regular day	181.0
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Activity Name & Code: BASEBALL JUNIOR VARSITY (3-A11)

School Level: High School

BASEBALL JUNIOR VARSITY HIGH SCHOOL (3-A11)

Description of Activity: The coach is responsible for implementing the entire program including the rules of the sport, MPSSAA and MCPSSAA. The coach is expected to keep in regular contact and communication with the athletics specialist. In addition, other duties shall include, but not be limited to, completing pre and postseason inventories of equipment and uniforms, submitting rosters, medical forms, parent permission forms, practice schedules and scrimmages to the athletics specialist, verifying eligibility, monitoring team members' academic and attendance records, establishing and handing out written criteria for selecting team members and earning athletic awards, participating in awards and school recognition programs, assisting student athletes interested in furthering education and athletic opportunities, reporting unsafe practice or game facilities, maintaining team and individual statistics, providing locker room supervision before and after practice and games, establishing rules of conduct and sportsmanship for the team members and the coaching staff, being sure all athletes are treated fairly and equitably, and being involved in the total school program. The coach also is responsible for the assignments listed below:

	<u>Hours</u>
1. Length of season: <u>March 1 – early May</u>	
36 practices @ 2.0 hours	72.0
12 contests @ 3.0 hours	36.0
2. Preparation – Supervision – Transportation	
Preseason planning 10 hours (including meeting with athletics specialist)	10.0
Each practice planning and preparation – 36 @ .5 hour	18.0
Each contest preparation – 12 contests @ 1.0 hour	12.0
Field preparation	8.0
Locker room supervision – 48 days @ .60 hour	29.0
Transportation	6.0
3. Postseason requirements (equipment, uniforms, inventory, budget, etc.)	6.0
Total hours needed for the activity outside of the regular workday	197.0

Activity Name& Code: BASEBALL VARSITY (3-A02)

School Level: High School

BASEBALL VARSITY HIGH SCHOOL (3-A02)

Description of Activity: The coach is responsible for implementing the entire program including the rules of the sport, MPSSAA and MCPSSAA. The coach is expected to keep in regular contact and communication with the athletics specialist. In addition, other duties shall include, but not be limited to, completing pre and postseason inventories of equipment and uniforms, attending pre and postseason meetings as scheduled by the director of systemwide athletics, submitting rosters, medical forms, parent permission forms, practice schedules and scrimmages to the athletics specialist, verifying eligibility, monitoring team members' academic and attendance records, establishing and handing out written criteria for selecting team members and earning athletic awards, reporting scores to the MCPS sports director and MPSSAA regional tournament directors, communicating with MPSSAA tournament directors, notifying the media of scores/results, participating in awards and school recognition programs, assisting student athletes interested in furthering education and athletic opportunities, reporting unsafe practice or game facilities, maintaining team and individual statistics, providing locker room supervision before and after practice and games, establishing rules of conduct and sportsmanship for the team members and the coaching staff, being sure all athletes are treated fairly and equitably, and being involved in the total school program. The coach also is responsible for the assignments listed below:

(Note: Coaches of this activity are eligible for postseason compensation. See Guidelines, page xi.)

	<u>Hours</u>
1. Pre and postseason coaches' meetings scheduled by the director of systemwide athletics	5.0
2. Length of season: <u>March 1 – mid May</u>	
40 practices @ 2.0 hours	80.0
16 contests @ 3.0 hours	48.0
10 early morning pitching practices	10.0
3. Preparation – Supervision – Transportation	
Preseason planning (including meeting with athletics specialist)	10.0
Each practice planning and preparation @ .5 hour	20.0
Field preparation (practice)	43.0
Each contest preparation – 16 contests @ 1.0 hour	16.0
Field preparation	16.0
Locker room supervision – 56 days @ .6 hour	34.0
Transportation	8.0
4. Postseason requirements (equipment, uniforms, inventory, budget, etc.)	8.0
Total hours needed for the activity outside of the regular workday	298.0

Activity Name& Code: BASKETBALL (BOYS) (3-B11)

School Level: Middle School

BASKETBALL (BOYS) MIDDLE SCHOOL (3-B11)

Description of Activity: The coach is responsible for supervision in locker rooms, practices, and performance areas and for establishing a team culture in alignment with the R.A.I.S.E. core values, ensuring that all athletes and team managers are treated fairly and equitably within all aspects of programming. The responsibilities of the coach described in terms of days and hours are the minimum number required to reasonably fulfill the requirements of the activity. The length of season and number of practices and games are based upon the school calendar.

Hours

1. Length of season: <u>late November – mid February</u>	
2. County preseason coaches' meetings	2.0
18 practices @ 1.5 hours	27.0
6 contests @ 2.0 hours	12.0
3. Preparation – Supervision	
Preseason planning (includes meetings with athletic coordinator)	3.0
18 practice plan/prep @ .5 hour	9.0
6 contest plan/prep @ .5 hour	3.0
Locker room supervision – 24 days @ .75 hour	18.0
Transportation	4.0
4. Postseason requirements (includes meeting with athletic coordinator)	4.0
Total hours needed for the activity outside of the regular day	82.0

Activity Name & Code: BASKETBALL (BOYS) JUNIOR VARSITY (3-A16)

School Level: High School

BASKETBALL (BOYS) JUNIOR VARSITY HIGH SCHOOL (3-A16)

Description of Activity: The coach is responsible for implementing the entire program including the rules of the sport, MPSSAA and MCPSSAA. The coach is expected to keep in regular contact and communication with the athletics specialist. In addition, other duties shall include, but not be limited to, completing pre and postseason inventories of equipment and uniforms, submitting rosters, medical forms, parent permission forms, practice schedules and scrimmages to the athletics specialist, verifying eligibility, monitoring team members' academic and attendance records, establishing and handing out written criteria for selecting team members and earning athletic awards, participating in awards and school recognition programs, assisting student athletes interested in furthering education and athletic opportunities, reporting unsafe practice or game facilities, maintaining team and individual statistics, providing locker room supervision before and after practice and games, establishing rules of conduct and sportsmanship for the team members and the coaching staff, being sure all athletes are treated fairly and equitably, and being involved in the total school program. The coach also is responsible for the assignments listed below:

	<u>Hours</u>
1. Length of season: <u>November 15 – mid February</u>	
38 practices @ 2.0 hours	76.0
15 contests @ 4.5 hours	68.0
2. Preparation – Supervision – Transportation	
Preseason planning 10 hours (including meeting with athletics specialist)	10.0
Each practice planning and preparation .5 hour	19.0
Each contest preparation – 15 contests @ 1.0 hour	15.0
Locker room supervision – 53 days @ .6 hour	32.0
Transportation	10.0
3. Postseason requirements (equipment, uniforms, inventory, budget, etc.)	6.0
Total hours needed for the activity outside of the regular workday	236.0

Activity Name& Code: BASKETBALL (BOYS) VARSITY (3-A07)

School Level: High School

BASKETBALL (BOYS) VARSITY HIGH SCHOOL (3-A07)

Description of Activity: The coach is responsible for implementing the entire program including the rules of the sport, MPSSAA and MCPSSAA. The coach is expected to keep in regular contact and communication with the athletics specialist. In addition, other duties shall include, but not be limited to, completing pre and postseason inventories of equipment and uniforms, attending pre and postseason meetings as scheduled by the director of systemwide athletics, submitting rosters, medical forms, parent permission forms, practice schedules and scrimmages to the athletics specialist, verifying eligibility, monitoring team members' academic and attendance records, establishing and handing out written criteria for selecting team members and earning athletic awards, reporting scores to the MCPS sports director and MPSSAA regional tournament directors, communicating with MPSSAA tournament directors, notifying the media of scores/results, participating in awards and school recognition programs, assisting student athletes interested in furthering education and athletic opportunities, reporting unsafe practice or game facilities, maintaining team and individual statistics, providing locker room supervision before and after practice and games, establishing rules of conduct and sportsmanship for the team members and the coaching staff, being sure all athletes are treated fairly and equitably, and being involved in the total school program. The coach also is responsible for the assignments listed below:

(Note: Coaches of this activity are eligible for postseason compensation. See Guidelines, page xi.)

	<u>Hours</u>
1. Pre and postseason coaches' meetings scheduled by the director of systemwide athletics	5.0
2. Length of season: <u>November 15 – late February</u>	
56 practices @ 2.0 hours	112.0
18 contests @ 4.5 hours	81.0
2 contests without JV @ 2.0 hours	4.0
3. Preparation – Supervision – Transportation	
Preseason planning 10 hours (including meeting with athletics specialist)	10.0
Each practice planning and preparation .5 hour	28.0
Each contest preparation – 20 contests @ 1.0 hour	20.0
Locker room supervision – 76 days @ .6 hour	46.0
Transportation	10.0
4. Postseason requirements (equipment, uniforms, inventory, budget, etc.)	7.0
Total hours needed for the activity outside of the regular workday	323.0

Activity Name & Code: BASKETBALL (GIRLS) (3-B08)

School Level: Middle School

BASKETBALL (GIRLS) MIDDLE SCHOOL (3-B08)

Description of Activity: The coach is responsible for supervision in locker rooms, practices, and performance areas and for establishing a team culture in alignment with the R.A.I.S.E. core values, ensuring that all athletes and team managers are treated fairly and equitably within all aspects of programming. The responsibilities of the coach described in terms of days and hours are the minimum number required to reasonably fulfill the requirements of the activity. The length of season and number of practices and games are based upon the school calendar.

	<u>Hours</u>
1. Length of Season: <u>late November – mid February</u>	
2. County preseason coaches' meetings	2.0
18 practices @ 1.5 hours	27.0
6 contests @ 2.0 hours	12.0
3. Preparation – Supervision	
Preseason planning (includes meetings with athletic coordinator)	3.0
18 practice planning and preparation @ .5 hour	9.0
6 contest planning and preparation @ .5 hour	3.0
Locker room supervision – 24 days @ .75 hour	18.0
Transportation	4.0
4. Postseason requirements (includes meeting with athletic coordinator)	4.0
Total hours needed for the activity outside of the regular day	82.0

Activity Name & Code: BASKETBALL (GIRLS) JUNIOR VARSITY (3-B12)

School Level: High School

BASKETBALL (GIRLS) JUNIOR VARSITY HIGH SCHOOL (3-B12)

Description of Activity: The coach is responsible for implementing the entire program including the rules of the sport, MPSSAA and MCPSSAA. The coach is expected to keep in regular contact and communication with the athletics specialist. In addition, other duties shall include, but not be limited to, completing pre and postseason inventories of equipment and uniforms, submitting rosters, medical forms, parent permission forms, practice schedules and scrimmages to the athletics specialist, verifying eligibility, monitoring team members' academic and attendance records, establishing and handing out written criteria for selecting team members and earning athletic awards, participating in awards and school recognition programs, assisting student athletes interested in furthering education and athletic opportunities, reporting unsafe practice or game facilities, maintaining team and individual statistics, providing locker room supervision before and after practice and games, establishing rules of conduct and sportsmanship for the team members and the coaching staff, being sure all athletes are treated fairly and equitably, and being involved in the total school program. The coach also is responsible for the assignments listed below:

	<u>Hours</u>
1. Length of season: <u>November 15 – mid February</u>	
38 practices @ 2.0 hours	76.0
15 contests @ 4.5 hours	68.0
2. Preparation – Supervision – Transportation	
Preseason planning 10 hours (including meeting with athletics specialist)	10.0
Each practice planning and preparation .5 hour	19.0
Each contest preparation – 15 contests @ 1.0 hour	15.0
Locker room supervision 53 days @ .6 hour	32.0
Transportation	10.0
3. Postseason requirements (equipment, uniforms, inventory, budget, etc.)	6.0
Total hours needed for the activity outside of the regular workday	236.0

Activity Name & Code: BASKETBALL (GIRLS) VARSITY (3-B02)

School Level: High School

BASKETBALL (GIRLS) VARSITY HIGH SCHOOL (3-B02)

Description of Activity: The coach is responsible for implementing the entire program including the rules of the sport, MPSSAA and MCPSSAA. The coach is expected to keep in regular contact and communication with the athletics specialist. In addition, other duties shall include, but not be limited to, completing pre and postseason inventories of equipment and uniforms, attending pre and postseason meetings as scheduled by the director of systemwide athletics, submitting rosters, medical forms, parent permission forms, practice schedules and scrimmages to the athletics specialist, verifying eligibility, monitoring team members' academic and attendance records, establishing and handing out written criteria for selecting team members and earning athletic awards, reporting scores to the MCPS sports director and MPSSAA regional tournament directors, communicating with MPSSAA tournament directors, notifying the media of scores/results, participating in awards and school recognition programs, assisting student athletes interested in furthering education and athletic opportunities, reporting unsafe practice or game facilities, maintaining team and individual statistics, providing locker room supervision before and after practice and games, establishing rules of conduct and sportsmanship for the team members and the coaching staff, being sure all athletes are treated fairly and equitably, and being involved in the total school program. The coach also is responsible for the assignments listed below:

(Note: Coaches of this activity are eligible for postseason compensation. See Guidelines, page xi.)

	<u>Hours</u>
1. Pre and postseason coaches' meetings scheduled by the director of systemwide athletics	5.0
2. Length of season: <u>November 15 – late February</u>	
56 practices @ 2.0 hours	112.0
18 contests @ 4.5 hours	81.0
2 contests without JV @ 2.0 hours	4.0
3. Preparation – Supervision – Transportation	
Preseason planning 10 hours (including meeting with athletics specialist)	10.0
Each practice planning and preparation – .5 hour	28.0
Each contest preparation – 20 contests @ 1.0 hour	20.0
Locker room supervision 76 days @ .6 hour	46.0
Transportation	10.0
4. Postseason requirements (equipment, uniforms, inventory, budget, etc.)	7.0
Total hours needed for the activity outside of the regular workday	323.0

Activity Name & Code: BASKETBALL SCORER (3-A48)

School Level: Middle School

BASKETBALL SCORER MIDDLE SCHOOL (3-A48)

Description of Activity: The responsibilities of the scorer described in terms of days and hours are the minimum number required to reasonably fulfill the requirements of the activity.

	<u>Hours</u>
Length of Season: <u>early December – mid February</u>	
Preseason preparation	1.0
Keep score for 6 home basketball games	
3 boys and 3 girls contests @ 2.5 hours	15.0
Total time needed for the activity outside of the regular day	16.0

Activity Name & Code: BASKETBALL SCORER /TIMER (BOYS) (3-A24)

School Level: High School

BASKETBALL SCORER /TIMER (BOYS) HIGH SCHOOL (3-A24)

Description of Activity: The responsibility of the scorer/timer described in terms of days and hours are the minimum number required to reasonably fulfill the requirements of the activity. The actual length of season and number of practices varies slightly each year depending upon the MCPS school calendar and MPSSAA Tournament schedules.

	<u>Hours</u>
1. Length of season: <u>early December – late February</u>	
10 varsity and JV home contests @ 4.0 hours	40.0
Scorekeeping/timing clinic	2.0
Total hours needed for the activity outside of the regular workday	42.0

Activity Name & Code: BASKETBALL SCORER /TIMER (GIRLS) (3-B24)

School Level: High School

BASKETBALL SCORER /TIMER (GIRLS) HIGH SCHOOL (3-B24)

Description of Activity: The responsibility of the scorer/timer described in terms of days and hours are the minimum number required to reasonably fulfill the requirements of the activity. The actual Length of season: and number of practices varies slightly each year depending upon the MCPS school calendar and MPSSAA Tournament schedules.

	<u>Hours</u>
1. Length of season: <u>early December – late February</u>	
10 varsity and JV home contests @ 4.0 hours	40.0
Scorekeeping/timing clinic	2.0
Total hours needed for the activity outside of the regular workday	42.0

Activity Name & Code: BASKETBALL TIMER (3-A28)

School Level: Middle School

BASKETBALL TIMER MIDDLE SCHOOL (3-A28)

Description of Activity: The responsibilities of the timer described in terms of days and hours are the **minimum** number required to reasonably fulfill the requirements of the activity.

	<u>Hours</u>
Length of Season: <u>early December – mid February</u>	
Preseason preparation	1.0
Keep time for 6 home basketball games 3 boys and 3 girls contests @ 2.5 hours	15.0
Total time needed for the activity outside of the regular day	16.0

Activity Name & Code: BOCCE (COED) (COROLLARY) (3-B11)

School Level: High School

BOCCE (COED) (COROLLARY) HIGH SCHOOL (3-B11)

Description of Activity: The coach is responsible for implementing the entire program including the rules of the sport, MPSSAA and MCPSSAA. The coach is expected to keep in regular contact and communication with the athletics specialist. In addition, other duties shall include, but not be limited to, completing pre and postseason inventories of equipment and uniforms, attending pre and postseason meetings as scheduled by the director of systemwide athletics, submitting rosters, medical forms, parent permission forms, practice schedules and scrimmages to the athletics specialist, verifying eligibility, monitoring team members' academic and attendance records, establishing and handing out written criteria for selecting team members and earning athletic awards, notifying the media of scores/results, participating in awards and school recognition programs, reporting unsafe practice or game facilities, maintaining team and individual statistics, providing locker room supervision before and after practice and contests, establishing rules of conduct and sportsmanship for the team members and the coaching staff, ensuring all athletes are treated fairly and equitably, and being involved in the total school program. The coach also is responsible for the assignments listed below.

	<u>Hours</u>
1. Pre and postseason coaches' meetings scheduled by the director of systemwide athletics	5.0
2. Length of season: <u>early December – early February</u>	
26 practices @ 1.5 hours	39.0
6 contests @ 3.0 hours	18.0
3. Preparation – supervision – transportation	
Preseason planning 6.0 hours (including meeting with athletics specialist)	6.0
Each practice planning and preparation – @ .5 hours	13.0
Each contest preparation – 6 @ 1.0 hour	6.0
Locker room supervision – 32 days @ .6 hours	19.0
Transportation	3.0
4. Postseason requirements (equipment, uniforms, inventory, budget, etc.)	6.0
Total hours needed for the activity outside of the regular work day	115.0

Activity Name & Code: CHEERLEADING (PLAN I) (FALL - LARGE VARSITY SPLIT)
Sponsor 1 = (3-E29) and Sponsor 2 = (3-E30)

School Level: High School

CHEERLEADING (PLAN I) (FALL - LARGE VARSITY SPLIT) HIGH SCHOOL (3-E29/3-E30)

Note: Schools may utilize either Plan I or Plan II in dividing responsibilities between two Sponsors for the fall.

Description of Activity: The principal, in consultation with coaches and the athletics specialist, will determine, prior to the school year, how the stipend will be divided. Coaches are responsible for the entire program including implementing all requirements as found in the MCPS Athletics Handbook, MCPS Cheerleading Handbook, Maryland Public Schools State Cheerleading Association Bulletin and the Spirit Rules Book published by the National Federation of High School Associations. Coaches are expected to keep in regular contact with the athletics specialist and to attend meetings and clinics as scheduled by the director of system-wide athletics and the county cheerleader director. Responsibilities include the advertising of tryouts to all students, developing a schedule for cheerleaders which will show equitable support for athletic teams and recognition of athletes, and ensuring that all routines and cheers demonstrate and promote positive sportsmanship and are free of inappropriate moves or words. Athletics specialists should be provided with rosters, medical forms, and other requested forms. Coaches are also to schedule practices and events, monitor academic and attendance records, and establish and distribute written criteria for squad selection and earning awards. Supervision in locker rooms, practices, and performance areas is required at all times. Squad members should be informed of continued performance opportunities in college. Miscellaneous events and optional invitationals will be determined at the local school level. Events must be gender equitable, with home events taking priority. State contests should be covered. Coaches are also responsible for the assignments listed below.

	<u>Fall Hours</u>		
	<u>Sponsor 1</u>	<u>Sponsor 2</u>	<u>Total</u>
8 August practices @ 3.5 hours each	28.0	28.0	56.0
Preparation time (including meeting with AD)	4.0	4.0	8.0
13 Practices @ 1.75 hours	22.75	22.75	45.5
4 Meetings @ .5 hour (includes choreography sessions)	2.0	2.0	4.0
5 Varsity football games	15.0	15.0	30.0
3 Varsity boys soccer games	6.0	6.0	12.0
3 Varsity girls soccer games	6.0	6.0	12.0
3 Varsity field hockey	6.0	6.0	12.0
2 Varsity girls volleyball	3.0	3.0	6.0
Junior varsity events (1BS, 1GS, 1FH, 1VB, 5FB)	11.5	11.5	23.0
Miscellaneous events	5.0	5.0	10.0
Transportation	12.0	12.0	24.0
Playoff contests (County, Region, State)	6.0	6.0	12.0
Evaluation/inventory/budget	2.25	2.25	4.5
1 County Competition	3.0	3.0	6.0
Invitationals (optional – maximum of two)	5.0	5.0	10.0
MPSSCA Competitions	6.0	6.0	12.0
1 Clinic (both sponsors attending)	3.0	3.0	6.0
Non-traditional support (GO, TE, CC)	4.0	4.0	8.0
MCPS meetings	3.0	3.0	6.0
Total time needed for activity outside of the regular workday	153.5	153.5	307.0

Activity Name & Codes: CHEERLEADING (PLAN II) (VARSITY FALL = 3-E40) and
(JUNIOR VARSITY FALL = 3-E41)

School Level: High School

Note: Schools may utilize either Plan I or Plan II in dividing responsibilities between two sponsors for the fall.

CHEERLEADING (PLAN II) HIGH SCHOOL (VARSITY FALL = 3-E40)

CHEERLEADING (PLAN II) HIGH SCHOOL (JUNIOR VARSITY FALL = 3-E41)

Description of Activity: The principal, in consultation with coaches and the athletics specialist, will determine, prior to the school year, how the stipend will be divided. Coaches are responsible for the entire program including implementing all requirements as found in the MCPS Athletics Handbook, MCPS Cheerleading Handbook, Maryland Public Schools State Cheerleading Association Bulletin and the Spirit Rules Book published by the National Federation of High School Associations. Coaches are expected to keep in regular contact with the athletics specialist and to attend meetings and clinics as scheduled by the director of system -wide athletics and the county cheerleader director. Responsibilities include the advertising of tryouts to all students, developing a schedule for cheerleaders which will show equitable support for athletic teams and recognition of athletes, and ensuring that all routines and cheers demonstrate and promote positive sportsmanship and are free of inappropriate moves or words. Athletics specialists should be provided with rosters, medical forms, and other requested forms. Coaches are also to schedule practices and events, monitor academic and attendance records, and establish and distribute written criteria for squad selection and earning awards. Supervision in locker rooms, practices, and performance areas is required at all times. Squad members should be informed of continued performance opportunities in college. Miscellaneous events and optional invitationals will be determined at the local school level. Events must be gender equitable, with home events taking priority. State contests should be covered. Coaches are also responsible for the assignments listed below.

Fall Hours

	<u>Varsity</u>	<u>Junior Varsity</u>	<u>Total</u>
8 varsity/8 junior varsity August practices @ 3.5 hours each	28.0	28.0	56.0
Preparation time (including meeting with AD)	4.0	4.0	8.0
17/16 Practices - @ 1.75 hours	29.75	28.0	57.75
4 Meetings @ .5 hour (includes choreography sessions)	2.0	2.0	4.0
10 Varsity/8 junior varsity football games	30.0	24.0	54.0
2 Varsity/1 junior varsity boys soccer games	4.0	4.0	8.0
2 Varsity/1 junior varsity girls soccer game	4.0	4.0	8.0
2 Varsity/1 junior varsity field hockey	4.0	4.0	8.0
2 Varsity/1 junior varsity girls volleyball	3.0	3.5	6.5
Miscellaneous events	6.0	6.0	12.0
Transportation	14.0	11.75	25.75
Playoff contests (county, region, state)	12.0	0.0	12.0
Evaluation/inventory/budget	2.25	2.25	4.5
1 County Competition	3.0	0.0	3.0
Invitationals (optional - maximum of two)	5.0	0.0	5.0
MPSSCA Competitions	6.0	0.0	6.0
1 Clinic (both sponsors attending)	3.0	3.0	6.0
Non-traditional support (GO, TE, CC,)	3.0	3.0	6.0
MCPS meetings	3.0	3.0	6.0
Total time needed for activity outside of the regular workday	166.0	130.5	296.5

Activity Name & Code: CHEERLEADING (VARSITY WINTER) (3-E44)

School Level: High School

CHEERLEADING (VARSITY WINTER) HIGH SCHOOL (3-E44)

Description of Activity: Coaches are responsible for the entire program including implementing all requirements as found in the MCPS Athletics Handbook, MCPS Cheerleading Handbook, Maryland Public Schools State Cheerleading Association Bulletin and the Spirit Rules Book published by the National Federation of High School Associations. Coaches are expected to keep in regular contact with the athletics specialist and to attend meetings and clinics as scheduled by the director of systemwide athletics and the county cheerleader director. Responsibilities include the advertising of tryouts to all students, developing a schedule for cheerleaders which will show equitable support for athletic teams and recognition of athletes, and ensuring that all routines and cheers demonstrate and promote positive sportsmanship and are free of inappropriate moves or words. Athletics specialists should be provided with rosters, medical forms, and other requested forms. Coaches are also to schedule practices and events, monitor academic and attendance records, and establish and distribute written criteria for squad selection and earning awards. Supervision in locker rooms, practices, and performance areas is required at all times. Squad members should be informed of continued performance opportunities in college. Miscellaneous events and optional invitationals will be determined at the local school level. Events must be gender equitable, with home events taking priority. State contests should be covered. Coaches are also responsible for the assignments listed below.

	<u>Winter Hours</u>
	<u>Varsity Only</u>
Preparation time (including meeting with AD)	3.0
22 Practices @ 1 .75 hours	38.5
8 Varsity/7 junior varsity boys basketball games	16.0
8 Varsity/7 junior varsity girls basketball game	16.0
4 Varsity/2 junior varsity wrestling matches	8.0
Miscellaneous events	5.0
Transportation – @ .5 hour	14.0
Playoff contests (county, region, state)	14.0
Evaluation/inventory/budget	3.0
Non-traditional support (swim/dive, IT)	3.0
Tryouts	11.0
Total time needed for activity outside of the regular workday	131.5

Activity Name & Code: COROLLARY SPORTS FACILITATOR (COUNTY) (3-F14)

School Level: High School

COROLLARY SPORTS FACILITATOR (COUNTY) HIGH SCHOOL (3-F14)

Description of Activity: The Corollary Sports Facilitator is expected to assist the athletics specialist and the director of system wide athletics in the administration, implementation and coordination of the program. This includes, but is not limited to assisting athletics specialists and coaches of corollary sports in addressing program needs and issues; assisting with monitoring a high level of practice and competition standards; overseeing the organization and implementation of postseason Team Handball, Bocce, and Allied Softball competitions; and supervising the completion and collection of records and forms.

Hours

1. Length of total activity: August 15 to mid-May

2. Total Annual Hours 138.0

Three sports seasons throughout the year. For each season:

15 hours – compilation of team records, standings, and paperwork

15 hours – organization and implementation of postseason competitions

8 hours – meetings scheduled by the director of systemwide athletics

8 hours – assisting athletics specialist and coaches in addressing needs and issues

Total time needed for the activity outside of the regular workday 138.0

Activity Name & Code: CROSS COUNTRY (COED) (3-C24)

School Level: Middle School

CROSS COUNTRY (COED) MIDDLE SCHOOL (3-C24)

Description of Activity: The coach is responsible for supervision in locker rooms, practices, and performance areas and for establishing a team culture in alignment with the R.A.I.S.E. core values, ensuring that all athletes and team managers are treated fairly and equitably within all aspects of programming. The responsibilities of the coach described in terms of days and hours are the minimum number required to reasonably fulfill the requirements of the activity. The length of season and number of practices and games are based upon the school calendar.

	<u>Hours</u>
1. Length of Season: <u>early September – late October</u>	
2. County preseason coaches' meetings scheduled	2.0
12 practices @ 1.5 hours	18.0
5 contests @ 2.0 hours	10.0
3. Preparation – Supervision	
Preseason planning (including meetings with athletic coordinator)	2.5
12 practice planning and preparation @ .5 hour	6.0
5 contest planning and preparation @ .5 hour	2.5
Field preparation	9.25
Locker room supervision – 16 days @ .75 hour	12.75
Transportation	3.0
4. Postseason requirements (includes meetings with athletic coordinator)	3.0
Total hours needed for the activity outside of the regular day	69.00

Activity Name & Code: CROSS COUNTRY (COED) ASSISTANT (3-C45)
For Teams Larger Than 40 Students

School Level: High School

CROSS COUNTRY (COED) ASSISTANT HIGH SCHOOL (3-C45)

Description of Activity: The coach is responsible for assisting the head coach in implementing the entire program including the rules of the sport, MPSSAA, and MCPSSAA. The coach is expected to keep in regular contact and communication with the athletics specialist. In addition, other duties shall include, but not be limited to, completing pre and postseason inventories of equipment and uniforms, submitting rosters, medical forms, parent permission forms, practice schedules and scrimmages to the athletics specialist, verifying eligibility, monitoring team members' academic and attendance records, establishing and handing out written criteria for selecting team members and earning athletic awards, reporting scores to the MCPS sports director and MPSSAA regional tournament directors, communicating with MPSSAA tournament directors, notifying the media of scores/results, participating in awards and school recognition programs, assisting student athletes interested in furthering education and athletic opportunities, reporting unsafe practice or game facilities, maintaining team and individual statistics, providing locker room supervision before and after practice and games, establishing rules of conduct and sportsmanship for the team members and the coaching staff, being sure all athletes are treated fairly and equitably, and being involved in the total school program. The coach also is responsible for the assignments listed below.

	<u>Hours</u>
1. Length of season: <u>mid August – early November</u>	
8 August practices @ 3.5 hours	28.0
39 practices @ 2.0 hours	78.0
4 contests @ 2.0 hours	8.0
6 contests @ 6.0 hours	36.0
2. Preparation – Supervision – Transportation	
Preseason planning – 4 hours (including meeting with athletics specialist)	4.0
Practice planning and preparation 39 @ .5 hour	19.5
Each contest preparation – 10 contests @ 1.0 hour	10.0
Each site preparation	4.0
Locker room supervision 49 days @ .6 hour	29.0
Transportation	8.0
3. Postseason requirements (equipment, uniforms, inventory, budget, etc.)	1.0
Total hours needed for the activity outside of the regular workday	226.0
One (1) assistant for teams over 40 students	

Activity Name & Code: CROSS COUNTRY (COED) HEAD COACH (3-C24)

School Level: High School

CROSS COUNTRY (COED) HEAD COACH HIGH SCHOOL (3-C24)

Description of Activity: The coach is responsible for implementing the entire program including the rules of the sport, MPSSAA, and MCPSSAA. The coach is expected to keep in regular contact and communication with the athletics specialist. In addition, other duties shall include, but not be limited to, completing pre and postseason inventories of equipment and uniforms, attending pre and postseason meetings as scheduled by the director of systemwide athletics, submitting rosters, medical forms, parent permission forms, practice schedules and scrimmages to the athletics specialist, verifying eligibility, monitoring team members' academic and attendance records, establishing and handing out written criteria for selecting team members and earning athletic awards, reporting scores to the MCPS sports director and MPSSAA regional tournament directors, communicating with MPSSAA tournament directors, notifying the media of scores/results, participating in awards and school recognition programs, assisting student athletes interested in furthering education and athletic opportunities, reporting unsafe practice or game facilities, maintaining team and individual statistics, providing locker room supervision before and after practice and games, establishing rules of conduct and sportsmanship for the team members and the coaching staff, being sure all athletes are treated fairly and equitably, and being involved in the total school program. The coach also is responsible for the assignments listed below.

(Note: Coaches of this activity are eligible for postseason compensation. See Guidelines, page xi.)

	<u>Hours</u>
1. Pre and postseason coaches' meetings scheduled by the director of systemwide athletics	5.0
2. Length of season: <u>mid August – early November</u>	
8 August practices @ 3.5 hours	28.0
39 practices @ 2.0 hours	78.0
4 contests @ 2.0 hours	8.0
6 contests @ 6.0 hours	36.0
3. Preparation – Supervision – Transportation	
Preseason planning – 10 hours (including meeting with athletics specialist)	10.0
Practice planning and preparation – 39 @ .5 hour	19.5
Each contest preparation – 10 contests @ 1.0 hours	10.0
Each site preparation	4.0
Locker room supervision – 49 days @ .60 hour	29.5
Transportation	8.0
4. Postseason requirements (equipment, uniforms, inventory, budget, etc.)	5.0
Total hours needed for the activity outside of the regular workday	241.0

Name of Activity:	CROSS COUNTRY/TRACK & FIELD MEET FACILITATOR (3-F16)
School Level:	High School (One Countywide)

CROSS COUNTRY/TRACK & FIELD MEET FACILITATOR HIGH SCHOOL (3-F16)

Description of Activity: The Cross Country/Track & Field Meet Facilitator serves as a liaison between county and region meet directors and the MCPS central athletics office. The responsibilities of the Cross Country/Track & Field Meet Facilitator are to ensure consistent administration of county and region meets throughout the cross country, indoor track & field, and spring track & field seasons. Described below are the minimum number of days and hours required to reasonably fulfill the requirements of the position.

Hours

FALL – Cross County – 3 championship meets

- | | |
|---|------|
| 1. Meetings with the MCPS central athletics office and county/region meet directors | 3.0 |
| 2. Arrange officials/facilities/awards/administrative duties (4 hours per meet) | 12.0 |
| 3. Meet supervision and administration (average 3 hours per meet) | 9.0 |

Subtotal – Hours needed for cross country outside of the regular work day	24.0
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WINTER – Indoor Track & Field – 3 regular season meets, 4 championship meets

- | | |
|---|------|
| 1. Meetings with the MCPS central athletics office and county/region meet directors | 3.0 |
| 2. Arrange officials/facilities/awards/administrative duties (5 hours per meet) | 35.0 |
| 3. Meet supervision and administration (average 4 hours per meet) | 28.0 |

Subtotal – Hours needed for indoor track & field outside of the regular work day	66.0
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SPRING – Track & Field – 5 championship meets

- | | |
|---|------|
| 1. Meetings with the MCPS central athletics office and county/region meet directors | 3.0 |
| 2. Arrange officials/facilities/awards/administrative duties (5 hours per meet) | 25.0 |
| 3. Meet supervision and administration (average 4 hours per meet) | 20.0 |

Subtotal – Hours needed for spring track & field outside of the regular work day	48.0
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Total time needed for the Cross Country/Track & Field Meet Facilitator outside of the regular day	138.0
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Activity Name & Code: DIVISIONAL DIVING COACH (TWO FOR THE COUNTY) (3-D06)

School Level: High School (Countywide)

DIVISIONAL DIVING COACH (TWO FOR THE COUNTY) HIGH SCHOOL (3-D06)

Description of Activity: The responsibility of the coach described in terms of days and hours are the minimum number required to reasonably fulfill the requirements of the activity. Each of the three divisions will have one two-hour diving practice for ten weeks.

	<u>Hours</u>
1. Meetings scheduled by the director of systemwide athletics	4.0
2. Length of season: <u>November 15 – mid February</u> 30 practices @ 2.0 hours each	60.0
3. Preparation – Supervision – Transportation	
Preseason planning – 15.0 hours (contacting pools and coaches)	15.0
Each practice planning and preparation @ .5 hour	15.0
Locker room supervision @ .5 hour	15.0
Transportation – evening @ 1.0 hour	34.0
Communicate with coaches and provide attendance rosters	7.0
4. Diving meets – 4 @ 8.0 hours each	32.0
Preparation and training of parent officials	12.0
5. Prepare and conduct coaches' clinic	12.0
Total hours needed for the activity outside of the regular workday	206.0

Activity Name & Code: FIELD HOCKEY (GIRLS) JUNIOR VARSITY (3-B21)

School Level: High School

FIELD HOCKEY (GIRLS) JUNIOR VARSITY HIGH SCHOOL (3-B21)

Description of Activity: The coach is responsible for implementing the entire program including the rules of the sport, MPSSAA and MCPSSAA. The coach is expected to keep in regular contact and communication with the athletics specialist. In addition, other duties shall include, but not be limited to, completing pre and postseason inventories of equipment and uniforms, submitting rosters, medical forms, parent permission forms, practice schedules and scrimmages to the athletics specialist, verifying eligibility, monitoring team members' academic and attendance records, establishing and handing out written criteria for selecting team members and earning athletic awards, participating in awards and school recognition programs, assisting student athletes interested in furthering education and athletic opportunities, reporting unsafe practice or game facilities, maintaining team and individual statistics, providing locker room supervision before and after practice and games, establishing rules of conduct and sportsmanship for the team members and the coaching staff, being sure all athletes are treated fairly and equitably, and being involved in the total school program. The coach also is responsible for the assignments listed below.

	<u>Hours</u>
1. Length of season: <u>mid August – late October</u>	
8 August practices @ 3.5 hours	28.0
27 practices @ 2.0 hours	54.0
9 contests @ 4.0 hours	36.0
2. Preparation – Supervision – Transportation	
Preseason planning @ 3.0 hours (including meeting with athletics specialist)	3.0
Practice planning and preparation – 27 @ .5 hour	13.5
Each contest preparation – 9 contests @ .5 hour	4.5
Locker room supervision – 36 days @ .6 hour	22.0
Transportation	5.0
Field preparation	4.0
3. Postseason requirements (equipment, uniforms, inventory, budget, etc.)	2.0
Total hours needed for the activity outside of the regular workday	172.0

Activity Name & Code: FIELD HOCKEY (GIRLS) VARSITY (3-B16)

School Level: High School

FIELD HOCKEY (GIRLS) VARSITY HIGH SCHOOL (3-B16)

Description of Activity: The coach is responsible for implementing the entire program including the rules of the sport, MPSSAA, and MCPSSAA. The coach is expected to keep in regular contact and communication with the athletics specialist. In addition, other duties shall include, but not be limited to, completing pre and postseason inventories of equipment and uniforms, attending pre and postseason meetings as scheduled by the director of systemwide athletics, submitting rosters, medical forms, parent permission forms, practice schedules and scrimmages to the athletics specialist, verifying eligibility, monitoring team members' academic and attendance records, establishing and handing out written criteria for selecting team members and earning athletic awards, reporting scores to the MCPS sports director and MPSSAA regional tournament directors, communicating with MPSSAA tournament directors, notifying the media of scores/results, participating in awards and school recognition programs, assisting student athletes interested in furthering education and athletic opportunities, reporting unsafe practice or game facilities, maintaining team and individual statistics, providing locker room supervision before and after practice and games, establishing rules of conduct and sportsmanship for the team members and the coaching staff, being sure all athletes are treated fairly and equitably, and being involved in the total school program. The coach also is responsible for the assignments listed below.

(Note: Coaches of this activity are eligible for postseason compensation. See Guidelines, page xi.)

	<u>Hours</u>
1. Pre and postseason coaches' meetings scheduled by the director of systemwide athletics	5.0
2. Length of season: <u>mid August - late October</u>	
8 August practices @ 3.5 hours	28.0
35 practices @ 2.0 hours	70.0
11 contests @ 4.0 hours	44.0
1 contest without JV	2.0
3. Preparation – Supervision – Transportation	
Preseason planning – 10.0 hours (including meeting with athletics specialist)	10.0
Practice planning and preparation – 35 @ .5 hour	18.0
Each contest preparation – 12 contests @ 1.0 hour	12.0
Field Preparation	12.0
Locker room supervision – 47 days @ .6 hour	28.0
Transportation	6.0
4. Postseason requirements (equipment, uniforms, inventory, budget, etc.)	8.0
Total hours needed for the activity outside of the regular workday	243.0

Activity Name & Code: FOOTBALL – UP TO 4 ASSISTANTS (3-A14, 3-A17, 3-A18, 3-A19)

School Level: High School

FOOTBALL – UP TO 4 ASSISTANTS HIGH SCHOOL (3-A14, 3-A17, 3-A18, 3-A19)

Description of Activity: The coach is responsible for implementing the entire program including the rules of the sport, MPSSAA, and MCPSSAA. The coach is expected to keep in regular contact and communication with the athletics specialist. In addition, other duties shall include, but not be limited to, completing pre and postseason inventories of equipment and uniforms, submitting rosters, medical forms, parent permission forms, practice schedules and scrimmages to the athletics specialist, verifying eligibility, monitoring team members' academic and attendance records, establishing and handing out written criteria for selecting team members and earning athletic awards, reporting scores to the MCPS sports director and MPSSAA regional tournament directors, communicating with MPSSAA tournament directors, notifying the media of scores/results, participating in awards and school recognition programs, assisting student athletes interested in furthering education and athletic opportunities, reporting unsafe practice or game facilities, maintaining team and individual statistics, providing locker room supervision before and after practice and games, establishing rules of conduct and sportsmanship for the team members and the coaching staff, being sure all athletes are treated fairly and equitably, and being involved in the total school program. The coach also is responsible for the assignments listed below.

(Note: Coaches of this activity are eligible for postseason compensation. See Guidelines, page xi.)

	<u>Hours</u>
1. Length of season: <u>mid August – early November</u>	
8 August practices @ 3.5 hours	28.0
50 practices @ 2.0 hours	100.0
10 varsity contests @ 4.5 hours	45.0
8 junior varsity contests @ 4.0 hours	32.0
2. Preparation – Supervision – Transportation	
Preseason planning – 10.0 hours (including meeting with athletics specialist- head coach)	10.0
Practice planning and preparation – 50 @ .5 hour	25.0
Each contest preparation – 10 contests @ .5 hour	5.0
Field preparation	5.0
Locker room supervision – 60 days @ 1.0 hour	60.0
Transportation	4.0
Film viewing	24.0
3. Postseason requirements (equipment, uniforms, inventory, budget, etc.)	6.0

Total hours needed for the activity outside of the regular workday	344.0
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Three (3) assistants for teams under 80 students

Four (4) assistants for teams with 80 or more students

Activity Name & Code: FOOTBALL - HEAD COACH (3-A05)

School Level: High School

FOOTBALL - HEAD COACH HIGH SCHOOL (3-A05)

Description of Activity: The coach is responsible for implementing the entire program including implementing the rules of the sport, MPSSAA, and MCPSSAA. The coach is expected to keep in regular contact and communication with the athletics specialist. In addition, other duties shall include, but not be limited to, completing pre and postseason inventories of equipment and uniforms, attending pre and postseason meetings as scheduled by the director of systemwide athletics, submitting rosters, medical forms, parent permission forms, practice schedules and scrimmages to the athletics specialist, verifying eligibility, monitoring team members' academic and attendance records, establishing and handing out written criteria for selecting team members and earning athletic awards, reporting scores to the MCPS sports director and MPSSAA regional tournament directors, communicating with MPSSAA tournament directors, notifying the media of scores/results, participating in awards and school recognition programs, assisting student athletes interested in furthering education and athletic opportunities, reporting unsafe practice or game facilities, maintaining team and individual statistics, providing locker room supervision before and after practice and games, establishing rules of conduct and sportsmanship for the team members and the coaching staff, being sure all athletes are treated fairly and equitably, and being involved in the total school program. The coach is also responsible for the assignments listed below:

(Note: Coaches of this activity are eligible for postseason compensation. See Guidelines, page xi.)

	<u>Hours</u>
1. Pre and postseason coaches' meetings scheduled by the director of systemwide athletics	5.0
2. Length of season: <u>mid August – early November</u>	
8 August practices @ 3.5 hours	28.0
50 practices @ 2.0 hours	100.0
10 varsity contests @ 4.5 hours	45.0
8 junior varsity contests @ 4.0 hours	32.0
3. Preparation – Supervision – Transportation	
Preseason planning – (including meeting with athletics specialist/assistant coaches)	39.0
Practice planning and preparation – 50 @ .5 hour	25.0
Each contest preparation – 10 contests @ 1.0 hour	10.0
Field preparation	5.0
Locker room supervision – 60 days @ 1.0 hour	60.0
Transportation	5.0
Film viewing	35.0
4. Postseason requirements (equipment, uniforms, inventory, budget, etc.)	10.0
Total hours needed for the activity outside of the regular workday	399.0

Activity Name & Code: FOOTBALL – TICKET MANAGER – 1 Each High School (3-D03)

School Level: High School

FOOTBALL – TICKET MANAGER – 1 Each High School (3-D03)

Description of Activity: The responsibility of the ticket manager described in terms of days and hours are the minimum number required to reasonably fulfill the requirements of the activity.

	<u>Hours</u>
1. Pre and postseason meetings with athletics specialist, principal, business manager, and/or security	4.0
2. Length of season 10 non-school day and evening contests – average 5 hours	50.0
3. Each contest preparation – 10 contests @ 1.0 hour	10.0
4. Postseason requirements (equipment, uniforms, inventory, budget, etc.) Full budget report to athletics specialist	3.0
Total hours needed for the activity outside of the regular workday	67.0

Activity Name & Code: GIRL'S FLAG FOOTBALL (VARSITY) (3-A08)

School Level: High School

GIRL'S FLAG FOOTBALL (VARSITY) HIGH SCHOOL (3-A08)

Description of Activity: Coaches are responsible for fulfilling the Administrative Responsibilities/Job Description, as outlined in the MCPS High School Athletics Handbook, as well as general and sport-specific rules, standards, and regulations. Additionally, coaches shall adhere to the guidelines, restrictions and responsibilities outlined in the ECA Handbook. The coach is expected to keep in regular contact and communication with the athletics specialist. In addition, other duties shall include, but not be limited to, assisting student athletes interested in furthering education and athletic opportunities, reporting unsafe practice or game facilities, maintaining team and individual statistics, providing locker room supervision before and after practice and games, establishing rules of conduct and sportsmanship for the team members and the coaching staff, being sure all athletes are treated fairly and equitably, and being involved in the total school program.

The coach is also responsible for the activity-specific assignments listed below.

	<u>Hours</u>
1. Pre and postseason meetings scheduled by the director of systemwide athletics and the local school's athletics specialist	6.0
2. Length of season <u>August to November</u> 36 practices @ 2 hours (72) 10 regular and post season contests @ 3.0 hours (30 hours)	102.0
3. Preparation, Supervision, and Transportation Preseason planning (4 hours) Each practice planning and preparation @ 0.5hours (18 hours) Each contest preparation - 10 contests @ 1.0 hour (10 hours) Supervision (Locker room, etc.) - 46 days @ 0.6 hours (28 hours) Transportation - away contest @ 1.0 hours (5 hours)	65.0
4. Postseason requirements (equipment, uniforms, inventory, budget, etc.	7.0

Total hours needed for the activity outside of the regular workday	180.0
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Activity Name & Code: GOLF (COED) (3-C01)

School Level: High School

GOLF (COED) HIGH SCHOOL (3-C01)

Description of Activity: The coach is responsible for implementing the entire program including the rules of the sport, MPSSAA, and MCPSSAA. The coach is expected to keep in regular contact and communication with the athletics specialist. In addition, other duties shall include, but not be limited to, completing pre and postseason inventories of equipment and uniforms, attending pre and postseason meetings as scheduled by the director of systemwide athletics, submitting rosters, medical forms, parent permission forms, practice schedules and scrimmages to the athletics specialist, verifying eligibility, monitoring team members' academic and attendance records, establishing and handing out written criteria for selecting team members and earning athletic awards, reporting scores to the MCPS sports director and MPSSAA regional tournament directors, communicating with MPSSAA tournament directors, notifying the media of scores/results, participating in awards and school recognition programs, assisting student athletes interested in furthering education and athletic opportunities, reporting unsafe practice or game facilities, maintaining team and individual statistics, providing locker room supervision before and after practice and games, establishing rules of conduct and sportsmanship for the team members and the coaching staff, being sure all athletes are treated fairly and equitably, and being involved in the total school program. The coach also is responsible for the assignments listed below.

(Note: Coaches of this activity are eligible for postseason compensation. See Guidelines, page xi.)

	<u>Hours</u>
1. Pre and postseason coaches' meetings scheduled by the director of systemwide athletics	5.0
2. Length of season: <u>mid August – mid October</u>	
8 August practices @ 3.5 hours	28.0
18 day practices @ 3.0 hours	54.0
6 contests @ 3.0 hours	18.0
1 county match @ 4.0 hours	4.0
3. Preparation – Supervision – Transportation	
Preseason planning (including meeting with athletics specialist)	4.0
Practice planning and preparation – 18 @ .25 hour	4.5
Each contest preparation – 7 contests @ .5 hour	3.5
Transportation	7.0
4. Postseason requirements (equipment, uniforms, inventory, budget, etc.)	3.0
Total hours needed for the activity outside of the regular workday	131.0

Activity Name & Code: GYMNASTICS (GIRLS) (3-B14)

School Level: High School

GYMNASTICS (GIRLS) HIGH SCHOOL (3-B14)

Description of Activity: The coach shall be responsible for implementing the entire program including the rules of the sport and MCPSSAA and keeping in regular contact and communication with the athletics specialist. In addition, other duties shall include, but not be limited to, completing pre and postseason inventories of equipment and uniforms, attending pre and postseason meetings as scheduled by the director of systemwide athletics, submitting rosters, medical forms, parent permission forms, practice schedules and scrimmages to the athletics specialist, verifying eligibility, monitoring team members' academic and attendance records, establishing and handing out written criteria for selecting team members and earning athletic awards, reporting scores to the MCPS sports director, notifying the media of scores/results, participating in awards and school recognition programs, assisting student athletes interested in furthering education and athletic opportunities, reporting unsafe practice or game facilities, maintaining team and individual statistics, providing locker room supervision before and after practices and games, establishing rules of conduct and sportsmanship for team members, being sure all athletes are treated fairly and equitably, and being involved in the total school program. The coach also is responsible for the assignments listed below.

	<u>Hours</u>
1. Pre and postseason coaches' meetings scheduled by the director of systemwide athletics	5.0
2. Length of season: <u>early March – early May</u>	
22 practices @ 2.0 hours	44.0
7 meets @ 3.0 hours	21.0
1 end-of-season meet @ 5.0 hours	5.0
3. Preparation – Supervision – Transportation	
Preseason planning – 8.0 hours (including meeting with athletics specialist)	8.0
Each practice planning and preparation – 22 @ .5 hours	11.0
Each contest preparation – 8 meets @ 1.0 hour	8.0
Locker room supervision – 30 days @ .60 hour	18.0
Transportation	5.0
4. Postseason requirements (equipment, uniforms, inventory, budget, etc.)	6.0
Total hours needed for the activity outside of the regular workday	131.0

Activity Name & Code: INDOOR TRACK (COED) ASSISTANT (3-C46)
For Teams Larger Than 40 Students

School Level: High School

INDOOR TRACK (COED) ASSISTANT HIGH SCHOOL (3-C46)

Description of Activity: The coach is responsible for assisting the head coach in implementing the entire program including the rules of the sport, MPSSAA, and MCPSSAA. The coach is expected to keep in regular contact and communication with the athletics specialist. In addition, other duties shall include, but not be limited to, completing pre and postseason inventories of equipment and uniforms, submitting rosters, medical forms, parent permission forms, practice schedules and scrimmages to the athletics specialist, verifying eligibility, monitoring team members' academic and attendance records, establishing and handing out written criteria for selecting team members and earning athletic awards, reporting scores to the MCPS sports director and MPSSAA regional tournament directors, communicating with MPSSAA tournament directors, notifying the media of scores/results, participating in awards and school recognition programs, assisting student athletes interested in furthering education and athletic opportunities, reporting unsafe practice or game facilities, maintaining team and individual statistics, providing locker room supervision before and after practice and games, establishing rules of conduct and sportsmanship for the team members and the coaching staff, being sure all athletes are treated fairly and equitably, and being involved in the total school program. The coach also is responsible for the assignments listed below.

(Note: Coaches of this activity are eligible for postseason compensation. See Guidelines, page xi.)

	<u>Hours</u>
1. Length of season: <u>November 15 – early February</u>	
44 practices @ 2.0 hours	88.0
7 invitational (multi-school competition) contests @ 6.0 hours	42.0
2. Preparation – Supervision – Transportation	
Preseason planning (including meeting with athletics specialist)	4.0
Each practice planning and preparation – 44 @ .5 hour	22.0
Each contest preparation – 7 contests @ 1.0 hour	7.0
Locker room supervision – 51 days @ .60 hour	31.0
Transportation	21.0
3. Postseason requirements (equipment, uniforms, inventory, budget, etc.)	1.0
Total hours needed for the activity outside of the regular workday	216.0
One (1) assistant for teams over 40 students	

Activity Name & Code: INDOOR TRACK (COED) (3-C12)

School Level: High School

INDOOR TRACK (COED) HIGH SCHOOL (3-C12)

Description of Activity: The coach is responsible for implementing the entire program including the rules of the sport, MPSSAA, and MCPSSAA. The coach is expected to keep in regular contact and communication with the athletics specialist. In addition, other duties shall include, but not be limited to, completing pre and postseason inventories of equipment and uniforms, attending pre and postseason meetings as scheduled by the director of systemwide athletics, submitting rosters, medical forms, parent permission forms, practice schedules and scrimmages to the athletics specialist, verifying eligibility, monitoring team members' academic and attendance records, establishing and handing out written criteria for selecting team members and earning athletic awards, reporting scores to the MCPS sports director and MPSSAA regional tournament directors, communicating with MPSSAA tournament directors, notifying the media of scores/results, participating in awards and school recognition programs, assisting student athletes interested in furthering education and athletic opportunities, reporting unsafe practice or game facilities, maintaining team and individual statistics, providing locker room supervision before and after practice and games, establishing rules of conduct and sportsmanship for the team members and the coaching staff, being sure all athletes are treated fairly and equitably, and being involved in the total school program. The coach also is responsible for the assignments listed below.

(Note: Coaches of this activity are eligible for postseason compensation. See Guidelines, page xi.)

	<u>Hours</u>
1. Pre and postseason coaches' meetings scheduled by the director of systemwide athletics	5.0
2. Length of season: <u>November 15 – early February</u>	
44 practices @ 2.0 hours	88.0
7 invitational (multi-school competition) contests @ 6.0 hours	42.0
3. Preparation – Supervision – Transportation	
Preseason planning – 10 hours (including meeting with athletics specialist)	10.0
Each practice planning and preparation – 44 @ .5 hour	22.0
Each contest preparation – 7 contests @ 1.0 hour	7.0
Locker room supervision – 51 days @ .60 hour	31.0
Transportation	21.0
4. Postseason requirements (equipment, uniforms, inventory, budget, etc.)	7.0
Total hours needed for the activity outside of the regular workday	233.0

Activity Name & Code: INTRAMURAL COORDINATOR (3-C22)

School Level: Middle School

INTRAMURAL COORDINATOR MIDDLE SCHOOL (3-C22)

Description of Activity: The responsibility of the intramural coordinator described in terms of hours are the minimum number required to reasonably fulfill the requirements of the activity.

	<u>Hours</u>
1. Intramural coordinators' meetings scheduled by central office staff	4.0
2. Hours required for program and budget coordination and planning and coordinating facilities of the intramural programs. Other duties include scheduling officials, securing coaches, administration of awards and general supervision of the intramural program	56.0
Total hours needed for the activity outside of the regular day	60.0

Activity Name & Codes: INTRAMURAL DIRECTOR (5) (3-C14, 3-C17, 3-C18, 3-C19 & 3-C31)

School Level: Middle School

INTRAMURAL DIRECTOR (5) MIDDLE SCHOOL (3-C14, 3-C17, 3-C18, 3-C19 & 3-C31)

Description of Activity: The responsibility of the intramural director described in terms of days and hours are the minimum number required to reasonably fulfill the requirements of the activity. The length of seasons and number of practices are based upon an average over the past few seasons and may vary slightly depending upon the school calendar.

	<u>Hours</u>
1. Pre and postseason coaches' meetings scheduled by central office staff or intramural coordinator	2.0
2. Length of season: <u>as needed and programmed</u> 25 practices @ 1.5 hours	37.5
3. Preparation – Supervision – Transportation Preseason planning, postseason meeting and budget request (including meeting with intramural coordinator)	10.0
Locker room supervision – school day @ .5 hour	12.5
Total hours needed for the activity outside of the regular work day	62.0

Activity Name & Code: INTRAMURAL DIRECTOR (COED) (3-C23)

School Level: High School

INTRAMURAL DIRECTOR (COED) HIGH SCHOOL (3-C23)

Description of Activity: Conduct a student interest survey. This program must be broad based and open to all students. School-wide publicity is required. The physical education resource teacher/department chair should be consulted to determine popular activities and appropriate time frames to best accommodate facilities, etc. This activity will include the following duties:

Hours

- Plan and schedule a varied intramural program which meets the needs and interests of all students – @ 5 hours
- Supervise the conduct of the program including team organization, officials, etc. (Example: 19 days @ 1.5 hours = 28 hours)
- Locker room supervision .25 hours (Example: 21 @ .25 = 5 hours)
- **WEIGHT TRAINING MAY NOT BE PART OF THIS PROGRAM.**

Total hours needed for the activity outside of the regular work day

38.0

Activity Name & Code: LACROSSE (BOYS) JUNIOR VARSITY (3-C33)

School Level: High School

LACROSSE (BOYS) JUNIOR VARSITY HIGH SCHOOL (3-C33)

Description of Activity: The coach is responsible for implementing the entire program including the rules of the sport, MPSSAA and MCPSSAA. The coach is expected to keep in regular contact and communication with the athletics specialist. In addition, other duties shall include, but not be limited to, completing pre and postseason inventories of equipment and uniforms, submitting rosters, medical forms, parent permission forms, practice schedules and scrimmages to the athletics specialist, verifying eligibility, monitoring team members' academic and attendance records, establishing and handing out written criteria for selecting team members and earning athletic awards, participating in awards and school recognition programs, assisting student athletes interested in furthering education and athletic opportunities, reporting unsafe practice or game facilities, maintaining team and individual statistics, providing locker room supervision before and after practice and games, establishing rules of conduct and sportsmanship for the team members and the coaching staff, being sure all athletes are treated fairly and equitably, and being involved in the total school program. The coach also is responsible for the assignments listed below:

	<u>Hours</u>
1. Length of season: <u>March 1 – early May</u>	
36 practices @ 2.0 hours	72.0
9 contests @ 2.0 hours	18.0
2. Preparation – supervision – transportation	
Preseason planning – 10 hours (including meeting with athletics specialist)	10.0
Each practice planning and preparation – 36 @ .5 hours	18.0
Each contest preparation – 9 contests @ 1.0 hour	9.0
Field preparation	5.0
Locker room supervision – 45 @ .6 hour	27.0
Transportation	5.0
3. Postseason requirements	6.0

Total hours needed for the activity outside of the regular work day	170.0
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Activity Name & Code: LACROSSE (BOYS) VARSITY (3-C34)

School Level: High School

LACROSSE (BOYS) VARSITY HIGH SCHOOL (3-C34)

Description of Activity: The coach is responsible for implementing the entire program including the rules of the sport, MPSSAA and MCPSSAA. The coach is expected to keep in regular contact and communication with the athletics specialist. In addition, other duties shall include, but not be limited to, completing pre and postseason inventories of equipment and uniforms, attending pre and postseason meetings as scheduled by the director of systemwide athletics, submitting rosters, medical forms, parent permission forms, practice schedules and scrimmages to the athletics specialist, verifying eligibility, monitoring team members' academic and attendance records, establishing and handing out written criteria for selecting team members and earning athletic awards, reporting scores to the MCPS sports director and MPSSAA regional tournament directors, communicating with MPSSAA tournament directors, notifying the media of scores/results, participating in awards and school recognition programs, assisting student athletes interested in furthering education and athletic opportunities, reporting unsafe practice or game facilities, maintaining team and individual statistics, providing locker room supervision before and after practice and games, establishing rules of conduct and sportsmanship for the team members and the coaching staff, being sure all athletes are treated fairly and equitably, and being involved in the total school program. The coach also is responsible for the assignments listed below.

(Note: Coaches of this activity are eligible for postseason compensation. See Guidelines, page xi.)

	<u>Hours</u>
1. Pre and postseason coaches' meetings scheduled by the director of systemwide athletics	5.0
2. Length of season: <u>March 1 – mid May</u>	
43 practices @ 2.0 hours	86.0
12 contests @ 2.0 hours	24.0
3. Preparation – supervision – transportation	
Preseason planning – 10 hours (including meeting with athletics specialist)	10.0
Each practice planning and preparation – 43 @ .5 hours	22.0
Each contest preparation – 12 contests @ 1.0 hour	12.0
Field preparation	12.0
Locker room supervision – 55 @ .6 hour	33.0
Transportation	6.0
4. Postseason requirements	8.0

Total hours needed for the activity outside of the regular work day	218.0
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Activity Name & Code: LACROSSE (GIRLS) JUNIOR VARSITY (3-C37)

School Level: High School

LACROSSE (GIRLS) JUNIOR VARSITY HIGH SCHOOL (3-C37)

Description of Activity: The coach is responsible for implementing the entire program including the rules of the sport, MPSSAA and MCPSSAA. The coach is expected to keep in regular contact and communication with the athletics specialist. In addition, other duties shall include, but not be limited to, completing pre and postseason inventories of equipment and uniforms, submitting rosters, medical forms, parent permission forms, practice schedules and scrimmages to the athletics specialist, verifying eligibility, monitoring team members' academic and attendance records, establishing and handing out written criteria for selecting team members and earning athletic awards, participating in awards and school recognition programs, assisting student athletes interested in furthering education and athletic opportunities, reporting unsafe practice or game facilities, maintaining team and individual statistics, providing locker room supervision before and after practice and games, establishing rules of conduct and sportsmanship for the team members and the coaching staff, being sure all athletes are treated fairly and equitably, and being involved in the total school program. The coach also is responsible for the assignments listed below:

	<u>Hours</u>
1. Length of season: <u>March 1 – early May</u>	
36 practices @ 2.0 hours	72.0
9 contests @ 2.0 hours	18.0
2. Preparation – supervision – transportation	
Preseason planning – (including meeting with athletics specialist)	10.0
Each practice planning and preparation – 36 @ .5 hour	18.0
Each contest preparation – 9 contests @ 1.0 hour	9.0
Field preparation	5.0
Locker room supervision – 45 @ .6 hour	27.0
Transportation	5.0
3. Postseason requirements	6.0
Total hours needed for the activity outside of the regular work day	170.0

Activity Name & Code: LACROSSE (GIRLS) VARSITY (3-C35)

School Level: High School

LACROSSE (GIRLS) VARSITY HIGH SCHOOL (3-C35)

Description of Activity: The coach is responsible for implementing the entire program including the rules of the sport, MPSSAA and MCPSSAA. The coach is expected to keep in regular contact and communication with the athletics specialist. In addition, other duties shall include, but not be limited to, completing pre and postseason inventories of equipment and uniforms, attending pre and postseason meetings as scheduled by the director of systemwide athletics, submitting rosters, medical forms, parent permission forms, practice schedules and scrimmages to the athletics specialist, verifying eligibility, monitoring team members' academic and attendance records, establishing and handing out written criteria for selecting team members and earning athletic awards, reporting scores to the MCPS sports director and MPSSAA regional tournament directors, communicating with MPSSAA tournament directors, notifying the media of scores/results, participating in awards and school recognition programs, assisting student athletes interested in furthering education and athletic opportunities, reporting unsafe practice or game facilities, maintaining team and individual statistics, providing locker room supervision before and after practice and games, establishing rules of conduct and sportsmanship for the team members and the coaching staff, being sure all athletes are treated fairly and equitably, and being involved in the total school program. The coach also is responsible for the assignments listed below.

(Note: Coaches of this activity are eligible for postseason compensation. See Guidelines, page xi.)

	<u>Hours</u>
1. Pre and postseason coaches' meetings scheduled by the director of systemwide athletics	5.0
2. Length of season: <u>March 1 – mid May</u>	
43 practices @ 2.0 hours	86.0
12 contests @ 2.0 hours	24.0
3. Preparation – supervision – transportation	
Preseason planning – (including meeting with athletics specialist)	10.0
Each practice planning and preparation – 43 @ .5 hours	22.0
Each contest preparation – 12 contests @ 1.0 hour	12.0
Field preparation	12.0
Locker room supervision – 55 @ .6 hours	33.0
Transportation	6.0
4. Postseason requirements	8.0
Total hours needed for the activity outside of the regular work day	218.0

Activity Name & Code: LEAGUE COORDINATOR - (Five for the County) (3-D09)

School Level: Middle School

LEAGUE COORDINATOR - (Five for the County) MIDDLE SCHOOL (3-D09)

Description of Activity: The league coordinator serves as a liaison between the middle school athletic coordinators and the MCPS systemwide athletics specialist. The responsibilities of the league coordinator described in terms of days and hours are the minimum number required to reasonably fulfill the requirements of the position. The length of season and number of practices and games are based upon the school calendar.

	<u>Hours</u>
FALL – Softball and Cross Country	
1. Meetings with athletic coordinators	2.0
2. Arrange transportation/officials/reschedule make-ups/administrative duties	8.0
3. Roster and evaluation collection, verification, and submission to the athletics office	4.0
Subtotal – Hours needed for the Fall outside of the regular work day	14.0
WINTER – Basketball	
1. Meetings with athletic coordinators	2.0
2. Arrange transportation/officials/reschedule make-ups/administrative duties	6.0
3. Roster and evaluation collection, verification, and submission to the athletics office	3.0
Subtotal – Hours needed for the Winter outside of the regular work day	11.0
SPRING – Soccer	
1. Meetings with athletic coordinators	2.0
2. Arrange transportation/officials/reschedule make-ups/administrative duties	6.0
3. Roster and evaluation collection, verification, and submission to the athletics office	3.0
Subtotal – Hours needed for the Spring outside of the regular work day	11.0
Total time needed for the league coordinator outside of the regular day	36.0

Activity Name & Code: NIGHT GAME MANAGER (3-D04)

School Level: 1 Each High School with Stadium Lights*

NIGHT GAME MANAGER HIGH SCHOOL (3-D04)

Description of Activity: To serve as game manager for a variety of night contests.

Hours

Each contest includes preparation. Night contests to begin at 5:00 p.m. or later. Night games @ 3.0 hours per single contest or 5.0 hours for doubleheader

Total time needed for the activity outside of the regular workday	Maximum	109.0
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*Not applicable @ schools without lighted stadiums.
May be shared by more than one individual.

Activity Name & Code: PICKLEBALL (CO-ED) (COROLLARY) (3-B17)

School Level: High School

PICKLEBALL (COED) (COROLLARY) HIGH SCHOOL (3-B17)

Description of Activity: Coaches are responsible for fulfilling the Administrative Responsibilities/Job Description, as outlined in the MCPS High School Athletics Handbook, as well as general and sport-specific rules, standards, and regulations. Additionally, coaches shall adhere to the guidelines, restrictions and responsibilities outlined in the ECA Handbook. The coach is expected to keep in regular contact and communication with the athletics specialist. In addition, other duties shall include, but not be limited to, assisting student athletes interested in furthering education and athletic opportunities, reporting unsafe practice or game facilities, maintaining team and individual statistics, providing locker room supervision before and after practice and games, establishing rules of conduct and sportsmanship for the team members and the coaching staff, being sure all athletes are treated fairly and equitably, and being involved in the total school program.

The coach is also responsible for the activity-specific assignments listed below.

	<u>Hours</u>
1. Pre and postseason coaches' meetings scheduled by the director of systemwide athletics	5.0
2. Length of season: <u>Early September – Late October</u> 26 practices @ 1.5 hours (39) 7 regular and postseason contests @ 3.0 hours (21 hours)	60.0
3. Preparation, Supervision, and Transportation Preseason planning (4 hours) Each practice planning and preparation @ 0.5hours (13 hours) Each contest preparation – 7 contests @ 1.0 hour (7 hours) Supervision (Locker room, etc.) – 32 days @ 0.6 hours (19 hours) Transportation – away contest @ 1.0 hours (3 hours)	46.0
4. Postseason requirements (equipment, uniforms, inventory, budget, etc.	4.0

Total hours needed for the activity outside of the regular workday	115.0
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Activity Name & Code: POLE VAULT COACH - (Two for the County) (3-D07)

School Level: High School

POLE VAULT COACH - (Two for the County) HIGH SCHOOL (3-D07)

Description of Activity: The coach is responsible for implementing the rules of the sport, MPSSAA and MCPSSAA. Duties shall include but not be limited to: picking up, inventorying, and checking poles for safety, as well as dropping off pole vault poles for use during the season, and for county and regional meets. The coach is responsible for keeping athletics specialists/coaches informed of individual vaulters pole needs, pole damage and attendance of athletes at practices. The coach also is responsible for securing and having available copies of medical cards for all participants, establishing rules of conduct and good sportsmanship for vaulters, being sure all athletes are treated fairly and equitably. The coach also is responsible for the assignments listed below.

	<u>Hours</u>
1. Pre and postseason coaches' meetings scheduled by the director of systemwide athletics	5.0
2. Length of season: <u>March 1 – mid May</u>	
45 school day practices @ 2.0 hours	90.0
2 meets @ 4.5 hours	9.0
3. Preparation – supervision – transportation	
Preseason planning @ 7.0 hours	7.0
Transportation	22.5
Site preparation	22.5
Communicate with coaches and provide attendance rosters and pole needs	7.0
4. Postseason requirements (equipment, inventory, budget and evaluation, etc.)	7.0
Total hours needed for the activity outside of the regular workday	170.0

Activity Name & Code:	POMPONS (3-E10)
School Level:	High School
Length of Season:	First Day of School - Winter

POMPONS HIGH SCHOOL (3-E10)

Description of Activity: The coach is responsible for the entire program including implementing all requirements as found in the MCPS Athletics Handbook, MCPS Pompons Handbook and NFHS Spirit Rules book. The coach is expected to keep in regular contact with the athletics specialist and to attend meetings and clinics as scheduled by the director of systemwide athletics. Responsibilities include the advertising of clinics and tryouts to all students, developing a schedule which will show support for athletic teams and other school related activities, insuring that all routines are in good taste and free of inappropriate moves, music, or uniforms. Athletics specialists should be provided with rosters, medical forms, parental and other requested forms. The coach is also to schedule practices and events, monitor academic and attendance records, establish and distribute written criteria for squad selection and inform students of criteria for earning awards. Supervision in locker rooms, practice and performance areas is required at all times. Squad members should be informed of continued performance opportunities in college. The coach is also responsible for the assignments listed below.

Hours

Length of Season: mid August – late February

Preparation time – (including meeting with athletics specialist)	9.0
8 August practices @ 3.5 hours	28.0
70 Practices @ 1.0 hour and .45 minutes each	122.5
6 Meetings (including choreography) @ .5 hour	3.0
5 Practice – football game days @ 1.0 hour	5.0
5 Home football games @ 3.0 hours	15.0
2 Home doubleheader basketball games (half-time) @ 4.0 hours	8.0
1 Pep assembly	2.0
8 Miscellaneous events – average @ 2.5 hours	20.0
6 Clinics and tryouts – average @ 1.0 hour	6.0
1 Meeting with coordinator of athletics and county pompon director	4.0
6 Clinics and tryouts @ 2.0 hours	12.0
1 Judge at another school	4.0
Evaluation/Inventory at end of season	6.5

Total hours needed for the activity outside of the regular work day	245.0
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Activity Name & Code: SOCCER (BOYS) (3-B23)

School Level: Middle School

SOCCER (BOYS) MIDDLE SCHOOL (3-B23)

Description of Activity: The coach is responsible for supervision in locker rooms, practices, and performance areas and for establishing a team culture in alignment with the R.A.I.S.E. core values, ensuring that all athletes and team managers are treated fairly and equitably within all aspects of programming. The responsibilities of the coach described in terms of days and hours are the minimum number required to reasonably fulfill the requirements of the activity. The length of season and number of practices and games are based upon the school calendar.

	<u>Hours</u>
1. Length of Season: <u>early March – late May</u>	
2. County preseason coaches' meetings	2.0
16 school day practices @ 1.5 hours	24.0
5 school day contests @ 2.0 hours	10.0
3. Preparation – Supervision	
Preseason planning (includes meetings with athletic coordinator)	3.0
16 practice planning and preparation @ .5 hour	8.0
5 contest planning and preparation @ .5 hour	2.0
Field preparation	9.0
Locker room supervision – 21 days @ .75 hour	16.0
Transportation	3.0
4. Postseason requirements (includes meetings with athletic coordinator)	4.0
Total hours needed for the activity outside of the regular day	81.0

Activity Name & Code: SOCCER (BOYS) JUNIOR VARSITY (3-A10)

School Level: High School

SOCCER (BOYS) JUNIOR VARSITY HIGH SCHOOL (3-A10)

Description of Activity: The coach is responsible for implementing the entire program including the rules of the sport, MPSSAA and MCPSSAA. The coach is expected to keep in regular contact and communication with the athletics specialist. In addition, other duties shall include, but not be limited to, completing pre and postseason inventories of equipment and uniforms, submitting rosters, medical forms, parent permission forms, practice schedules and scrimmages to the athletics specialist, verifying eligibility, monitoring team members academic and attendance records, establishing and handing out written criteria for selecting team members and earning athletic awards, participating in awards and school recognition programs, assisting student athletes interested in furthering education and athletic opportunities, reporting unsafe practice or game facilities, maintaining team and individual statistics, providing locker room supervision before and after practice and games, establishing rules of conduct and sportsmanship for the team members and the coaching staff, being sure all athletes are treated fairly and equitably, and being involved in the total school program. The coach also is responsible for the assignments listed below.

	<u>Hours</u>
1. Length of season: <u>mid August – late October</u>	
8 August practices @ 3.5 hours	28.0
27 practices @ 2.0 hours	54.0
9 contests @ 4.0 hours	36.0
2. Preparation – supervision – transportation	
Preseason planning 10.0 hours – (including meeting with athletics specialist)	10.0
Practice planning and preparation – 27 @ .5 hours	13.5
Each contest preparation – 9 contests @ 1.0 hours	9.0
Field preparation	7.0
Locker room supervision – 36 days @ .6 hours	21.5
Transportation	5.0
3. Postseason requirements (equipment, uniforms, inventory, budget, etc.)	6.0
Total hours needed for the activity outside of the regular work day	190.0

Activity Name & Code: SOCCER (BOYS) VARSITY (3-A01)

School Level: High School

SOCCER (BOYS) VARSITY HIGH SCHOOL (3-A01)

Description of Activity: The coach is responsible for implementing the entire program including the rules of the sport, MPSSAA and MCPSSAA. The coach is expected to keep in regular contact and communication with the athletics specialist. In addition, other duties shall include, but not be limited to, completing pre and postseason inventories of equipment and uniforms, attending pre and postseason meetings as scheduled by the director of systemwide athletics, submitting rosters, medical forms, parent permission forms, practice schedules and scrimmages to the athletics specialist, verifying eligibility, monitoring team members' academic and attendance records, establishing and handing out written criteria for selecting team members and earning athletic awards, reporting scores to the MCPS sports director and MPSSAA regional tournament directors, communicating with MPSSAA tournament directors, notifying the media of scores/results, participating in awards and school recognition programs, assisting student athletes interested in furthering education and athletic opportunities, reporting unsafe practice or game facilities, maintaining team and individual statistics, providing locker room supervision before and after practice and games, establishing rules of conduct and sportsmanship for the team members and the coaching staff, being sure all athletes are treated fairly and equitably, and being involved in the total school program. The coach also is responsible for the assignments listed below.

(Note: Coaches of this activity are eligible for postseason compensation. See Guidelines, page xi.)

	<u>Hours</u>
1. Pre and postseason coaches' meetings scheduled by the director of systemwide athletics	5.0
2. Length of season: <u>mid August - late October</u>	
8 August practices @ 3.5 hours	28.0
37 practices @ 2.0 hours	74.0
11 contests @ 4.0 hours	44.0
Non-doubleheader @ 2.0 hours	3.0
3. Preparation – supervision – transportation	
Preseason planning – 10.0 hours (including meeting with athletics specialist)	10.0
Practice planning and preparation – 37 @ .5 hour	18.5
Each contest preparation – 12 contests @ 1.0 hour	12.0
Field preparation	12.0
Locker room supervision – 49 days @ .6 hour	29.5
Transportation	6.0
4. Postseason requirements (equipment, uniforms, inventory, budget, etc.)	8.0
Total time needed for the activity outside of the regular work day	250.0

Activity Name & Code: SOCCER (GIRLS) (3-B25)

School Level: Middle School

SOCCER (GIRLS) MIDDLE SCHOOL (3-B25)

Description of Activity: The coach is responsible for supervision in locker rooms, practices, and performance areas and for establishing a team culture in alignment with the R.A.I.S.E. core values, ensuring that all athletes and team managers are treated fairly and equitably within all aspects of programming. The responsibilities of the coach described in terms of days and hours are the minimum number required to reasonably fulfill the requirements of the activity. The length of season and number of practices and games are based upon the school calendar.

	<u>Hours</u>
1. Length of Season: <u>early March – late May</u>	
2. County preseason coaches' meetings	2.0
16 school day practices @ 1.5 hours	24.0
5 school day contests @ 2.0 hours	10.0
3. Preparation – Supervision	
Preseason planning (includes meetings with athletic coordinator)	3.0
16 practice planning and preparation – @ .5 hour	8.0
5 contest planning and preparation – @ .5 hour	2.0
Field preparation	9.0
Locker room supervision – 21 days @ .75 hour	16.0
Transportation	3.0
4. Postseason requirements (includes meetings with athletic coordinator)	4.0
Total hours needed for the activity outside of the regular day	81.0

Activity Name & Code: SOCCER (GIRLS) JUNIOR VARSITY (3-B22)

School Level: High School

SOCCER (GIRLS) JUNIOR VARSITY HIGH SCHOOL (3-B22)

Description of Activity: The coach shall be responsible for implementing the entire program including the rules of the sport and MCPSSAA and keeping in regular contact and communication with the athletics specialist. In addition, other duties shall include, but not be limited to, completing pre and postseason inventories of equipment and uniforms, submitting rosters, medical forms, parent permission forms, practice schedules and scrimmages to the athletics specialist, verifying eligibility, monitoring team members' academic and attendance records, establishing and handing out written criteria for selecting team members and earning athletic awards, participating in awards and school recognition programs, assisting student athletes interested in furthering education and athletic opportunities, reporting unsafe practice or game facilities, maintaining team and individual statistics, providing locker room supervision before and after practices and games, establishing rules of conduct and sportsmanship for team members, being sure all athletes are treated fairly and equitably, and being involved in the total school program. The coach also is responsible for the assignments listed below.

	<u>Hours</u>
1. Length of season: <u>mid August – late October</u>	
8 August practices @ 3.5 hours	28.0
27 school day practices @ 2.0 hours	54.0
9 contests @ 4.0 hours	36.0
2. Preparation – supervision – transportation	
Preseason planning – 10.0 hours (including meeting with athletics specialist)	10.0
Practice planning and preparation - 27 @ .5 hour	13.5
Field preparation	7.0
Each contest preparation – 9 contests @ 1.0 hour	9.0
Locker room supervision – 36 days @ .6 hour	21.5
Transportation	5.0
3. Postseason requirements (equipment, uniforms, inventory, budget, etc.)	6.0
Total hours needed for the activity outside of the regular work day	190.0

Activity Name & Code: SOCCER (GIRLS) VARSITY (3-B19)

School Level: High School

SOCCER (GIRLS) VARSITY HIGH SCHOOL (3-B19)

Description of Activity: The coach shall be responsible for implementing the entire program including the rules of the sport and MCPSSAA and keeping in regular contact and communication with the athletics specialist. In addition, other duties shall include, but not be limited to, completing pre and postseason inventories of equipment and uniforms, attending pre and postseason meetings as scheduled by the director of systemwide athletics, submitting rosters, medical forms, parent permission forms, practice schedules and scrimmages to the athletics specialist, verifying eligibility, monitoring team members' academic and attendance records, establishing and handing out written criteria for selecting team members and earning athletic awards, reporting scores to the MCPS sports director, notifying the media of scores/results, participating in awards and school recognition programs, assisting student athletes interested in furthering education and athletic opportunities, reporting unsafe practice or game facilities, maintaining team and individual statistics, providing locker room supervision before and after practices and games, establishing rules of conduct and sportsmanship for team members, being sure all athletes are treated fairly and equitably, and being involved in the total school program. The coach also is responsible for the assignments listed below.

(Note: Coaches of this activity are eligible for postseason compensation. See Guidelines, page xi.)

	<u>Hours</u>
1. Pre and postseason coaches' meetings scheduled by the director of systemwide athletics	5.0
2. Length of season: <u>mid August – late October</u>	
8 August practices @ 3.5 hours	28.0
37 practices @ 2.0 hours	74.0
11 contests @ 4.0 hours	44.0
Non-doubleheader @ 2.0 hours	3.0
3. Preparation – supervision – transportation	
Preseason planning – 10.0 hours (including meeting with athletics specialist)	10.0
Practice planning and preparation – 37@ .5 hour	18.5
Each contest preparation – 12 contests @ 1.0 hour	12.0
Field preparation	12.0
Locker room supervision – 49 days @ .6 hour	29.5
Transportation	6.0
4. Postseason requirements (equipment, uniforms, inventory, budget, etc.)	8.0
Total hours needed for the activity outside of the regular work day	250.0

Activity Name & Code: SOFTBALL (BOYS) (3-B28)

School Level: Middle School

SOFTBALL (BOYS) MIDDLE SCHOOL (3-B28)

Description of Activity: The coach is responsible for supervision in locker rooms, practices, and performance areas and for establishing a team culture in alignment with the R.A.I.S.E. core values, ensuring that all athletes and team managers are treated fairly and equitably within all aspects of programming. The responsibilities of the coach described in terms of days and hours are the minimum number required to reasonably fulfill the requirements of the activity. The length of season and number of practices and games are based upon the school calendar.

	<u>Hours</u>
1. Length of Season: <u>early September – late October</u>	
2. County preseason coaches' meetings	2.0
15 practices @ 1.5 hours	22.0
5 contests @ 2.0 hours	10.0
3. Preparation – Supervision	
Preseason planning (including meetings with athletic coordinator)	3.0
15 practice planning and preparation @ .5 hour	7.5
5 contest planning and preparation @ .5 hour	2.5
Field preparation	8.0
Locker room supervision – 20 days @ .75 hour	15.0
Transportation	3.0
4. Postseason requirements (includes meetings with athletic coordinator)	4.0
Total hours needed for the activity outside of the regular day	77.0

Activity Name & Code: SOFTBALL (GIRLS) (3-B07)

School Level: Middle School

SOFTBALL (GIRLS) MIDDLE SCHOOL (3-B07)

Description of Activity: The coach is responsible for supervision in locker rooms, practices, and performance areas and for establishing a team culture in alignment with the R.A.I.S.E. core values, ensuring that all athletes and team managers are treated fairly and equitably within all aspects of programming. The responsibilities of the coach described in terms of days and hours are the minimum number required to reasonably fulfill the requirements of the activity. The length of season and number of practices and games are based upon the school calendar.

	<u>Hours</u>
1. Length of Season: <u>early September – late October</u>	
2. County preseason coaches' meetings scheduled	2.0
15 practices @ 1.5 hours	22.0
5 contests @ 2.0 hours	10.0
3. Preparation – Supervision	
Preseason planning (including meetings with athletic coordinator)	3.0
15 practice planning and preparation @ .5 hour	7.5
5 contest planning and preparation @ .5 hour	2.5
Field preparation	8.0
Locker room supervision – 20 days @ .75 hour	15.0
Transportation	3.0
4. Postseason requirements (includes meetings with athletic coordinator)	4.0
Total hours needed for the activity outside of the regular day	77.0

Activity Name & Code: SOFTBALL (GIRLS) JUNIOR VARSITY (3-B18)

School Level: High School

SOFTBALL (GIRLS) JUNIOR VARSITY HIGH SCHOOL (3-B18)

Description of Activity: The coach is responsible for implementing the entire program including the rules of the sport, MPSSAA, and MCPSSAA. The coach is expected to keep in regular contact and communication with the athletics specialist. In addition, other duties shall include, but not be limited to, completing pre and postseason inventories of equipment and uniforms, submitting rosters, medical forms, parent permission forms, practice schedules and scrimmages to the athletics specialist, verifying eligibility, monitoring team members' academic and attendance records, establishing and handing out written criteria for selecting team members and earning athletic awards, participating in awards and school recognition programs, assisting student athletes interested in furthering education and athletic opportunities, reporting unsafe practice or game facilities, maintaining team and individual statistics, providing locker room supervision before and after practice and games, establishing rules of conduct and sportsmanship for the team members and the coaching staff, being sure all athletes are treated fairly and equitably, and being involved in the total school program. The coach also is responsible for the assignments listed below.

	<u>Hours</u>
1. Length of season: <u>March 1 – early May</u>	
36 practices @ 2.0 hours	72.0
12 contests @ 3.0 hours	36.0
2. Preparation – supervision – transportation	
Preseason planning 10.0 hours (including meeting with athletics specialist)	10.0
Each practice planning and preparation – 36 @ .5 hours	18.0
Field preparation	7.0
Each contest preparation – 12 contests @ 1.0 hour	12.0
Locker room supervision – 48 days @ .6 hours	29.0
Transportation	7.0
3. Postseason requirements (equipment, uniforms, inventory, budget, etc.)	6.0
Total hours needed for the activity outside of the regular work day	197.0

Activity Name & Code: SOFTBALL (GIRLS) VARSITY (3-B05)

School Level: High School

SOFTBALL (GIRLS) VARSITY HIGH SCHOOL (3-B05)

Description of Activity: The coach is responsible for implementing the entire program including the rules of the sport, MPSSAA and MCPSSAA. The coach is expected to keep in regular contact and communication with the athletics specialist. In addition, other duties shall include, but not be limited to, completing pre and postseason inventories of equipment and uniforms, attending pre and postseason meetings as scheduled by the director of systemwide athletics, submitting rosters, medical forms, parent permission forms, practice schedules and scrimmages to the athletics specialist, verifying eligibility, monitoring team members' academic and attendance records, establishing and handing out written criteria for selecting team members and earning athletic awards, reporting scores to the MCPS sports director and MPSSAA regional tournament directors, communicating with MPSSAA tournament directors, notifying the media of scores/results, participating in awards and school recognition programs, assisting student athletes interested in furthering education and athletic opportunities, reporting unsafe practice or game facilities, maintaining team and individual statistics, providing locker room supervision before and after practice and games, establishing rules of conduct and sportsmanship for the team members and the coaching staff, being sure all athletes are treated fairly and equitably, and being involved in the total school program. The coach also is responsible for the assignments listed below.

(Note: Coaches of this activity are eligible for postseason compensation. See Guidelines, page xi.)

	<u>Hours</u>
1. Pre and postseason coaches' meetings scheduled by the director of systemwide athletics	5.0
2. Length of season: <u>March 1 – mid May</u>	
40 practices @ 2.0 hours	80.0
16 contests @ 3.0 hours	48.0
10 early morning pitching practice, prior to first game @ 1.0 hour	10.0
3. Preparation – supervision – transportation	
Preseason planning 10.0 hours (including meeting with athletics specialist)	10.0
Each practice planning and preparation – @ .5 hours	20.0
Field preparation practices @ 1.0 hour	43.0
Each contest preparation – 16 @ 1.0 hour	16.0
Field preparation	16.0
Locker room supervision – 56 days @ .6 hours	34.0
Transportation	8.0
4. Postseason requirements (equipment, uniforms, inventory, budget, etc.)	8.0
Total hours needed for the activity outside of the regular work day	298.0

Activity Name & Code: SOFTBALL (COED) (COROLLARY) (3-B09)

School Level: High School

SOFTBALL (COED) (COROLLARY) HIGH SCHOOL (3-B09)

Description of Activity: The coach is responsible for implementing the entire program including the rules of the sport, MPSSAA and MCPSSAA. The coach is expected to keep in regular contact and communication with the athletics specialist. In addition, other duties shall include, but not be limited to, completing pre and postseason inventories of equipment and uniforms, attending pre and postseason meetings as scheduled by the director of systemwide athletics, submitting rosters, medical forms, parent permission forms, practice schedules and scrimmages to the athletics specialist, verifying eligibility, monitoring team members' academic and attendance records, establishing and handing out written criteria for selecting team members and earning athletic awards, notifying the media of scores/results, participating in awards and school recognition programs, reporting unsafe practice or game facilities, maintaining team and individual statistics, providing locker room supervision before and after practice and contests, establishing rules of conduct and sportsmanship for the team members and the coaching staff, ensuring all athletes are treated fairly and equitably, and being involved in the total school program. The coach also is responsible for the assignments listed below.

	<u>Hours</u>
1. Pre and postseason coaches' meetings scheduled by the director of systemwide athletics	5.0
2. Length of season: <u>mid March – mid May</u>	
26 practices @ 1.5 hours	39.0
6 contests @ 3.0 hours	18.0
3. Preparation – supervision – transportation	
Preseason planning 6.0 hours (including meeting with athletics specialist)	6.0
Each practice planning and preparation – @ .5 hours	13.0
Each contest preparation – 6 @ 1.0 hour	6.0
Locker room supervision – 32 days @ .6 hours	19.0
Transportation	3.0
4. Postseason requirements (equipment, uniforms, inventory, budget, etc.)	6.0
Total hours needed for the activity outside of the regular work day	115.0

Activity Name & Code: SWIMMING AND DIVING (COED) (3-C09)

School Level: High School

SWIMMING AND DIVING (COED) HIGH SCHOOL (3-C09)

Description of Activity: The coach shall be responsible for implementing the entire program including the rules of the sport and MCPSSAA and keeping in regular contact and communication with the athletics specialist. In addition, other duties shall include, but not be limited to, completing pre and postseason inventories of equipment and uniforms, attending pre and postseason meetings as scheduled by the director of systemwide athletics, submitting rosters, medical forms, parent permission forms, practice schedules and scrimmages to the athletics specialist, verifying eligibility, monitoring team members' academic and attendance records, establishing and handing out written criteria for selecting team members and earning athletic awards, reporting scores to the MCPS sports director, notifying the media of scores/results, participating in awards and school recognition programs, assisting student athletes interested in furthering education and athletic opportunities, reporting unsafe practice or game facilities, maintaining team and individual statistics, providing locker room supervision before and after practices and games, establishing rules of conduct and sportsmanship for team members, being sure all athletes are treated fairly and equitably, and being involved in the total school program. The coach also is responsible for the assignments listed below:

	<u>Hours</u>
1. Preseason and postseason meetings scheduled by the director of systemwide athletics	5.0
2. Length of season: <u>November 15 – late February</u>	
25 school day practices @ 1.0 hour	25.0
Officials and coaches clinics	4.0
8 contests @ 2.5 hours	20.0
1 Divisional Meet – swim/diving	10.0
1 County Meet – swimming/diving	10.0
3. Preparation – supervision – transportation	
Preseason planning 10.0 hours (including meeting with athletics specialist and with swimming pool manager, diving coach, and parents)	15.0
Each practice planning and preparation – @ .5 hour	13.0
County/divisional meet preparation	10.0
Each contest preparation – 10 contests @ 2.0 hours	20.0
Locker room supervision – practices and contests – @ 1.0 hour	35.0
Transportation	35.0
Diving practice supervision – (required)	7.0
4. Postseason requirements (equipment, uniforms, inventory, budget, etc.)	6.0
Total hours needed for the activity outside of the regular work day	215.0

Activity Name & Code: TENNIS (BOYS) (3-A21)

School Level: High School

TENNIS (BOYS) HIGH SCHOOL (3-A21)

Description of Activity: The coach is responsible for implementing the entire program including the rules of the sport, MPSSAA and MCPSSAA. The coach is expected to keep in regular contact and communication with the athletics specialist. In addition, other duties shall include, but not be limited to, completing pre and postseason inventories of equipment and uniforms, attending pre and postseason meetings as scheduled by the director of systemwide athletics, submitting rosters, medical forms, parent permission forms, practice schedules and scrimmages to the athletics specialist, verifying eligibility, monitoring team members' academic and attendance records, establishing and handing out written criteria for selecting team members and earning athletic awards, reporting scores to the MCPS sports director and MPSSAA regional tournament directors, communicating with MPSSAA tournament directors, notifying the media of scores/results, participating in awards and school recognition programs, assisting student athletes interested in furthering education and athletic opportunities, reporting unsafe practice or game facilities, maintaining team and individual statistics, providing locker room supervision before and after practice and games, establishing rules of conduct and sportsmanship for the team members and the coaching staff, being sure all athletes are treated fairly and equitably, and being involved in the total school program. The coach also is responsible for the assignments listed below.

(Note: Coaches of this activity are eligible for postseason compensation. See Guidelines, page xi.)

	<u>Hours</u>
1. Preseason, postseason, and seeding meetings scheduled by the director of systemwide athletics	5.0
2. Length of season: <u>March 1 - mid May</u>	
37 practices @ 2.0 hours	74.0
12 contests @ 3.0 hours	36.0
1 county tournament (2 - 3 days)	10.0
1 mixed doubles county tournament	8.0
3. Preparation – supervision – transportation	
Preseason planning – 10.0 hours (including meeting with athletics specialist)	10.0
Each practice planning and preparation – 37 @ .5 hour	18.5
Each contest preparation – (12 matches, 3 tournaments) = 15 @ .5 hour	7.5
Locker room supervision – 53 days @ .6 hour	32.0
Transportation	10.0
4. Postseason requirements (equipment, uniforms, inventory, budget, etc.)	6.0
Total hours needed for the activity outside of the regular work day	217.0

Activity Name & Code: TENNIS (GIRLS) (3-B04)

School Level: High School

TENNIS (GIRLS) HIGH SCHOOL (3-B04)

Description of Activity: The coach is responsible for implementing the entire program including the rules of the sport, MPSSAA and MCPSSAA. The coach is expected to keep in regular contact and communication with the athletics specialist. In addition, other duties shall include, but not be limited to, completing pre and postseason inventories of equipment and uniforms, attending pre and postseason meetings as scheduled by the director of systemwide athletics, submitting rosters, medical forms, parent permission forms, practice schedules and scrimmages to the athletics specialist, verifying eligibility, monitoring team members' academic and attendance records, establishing and handing out written criteria for selecting team members and earning athletic awards, reporting scores to the MCPS sports director and MPSSAA regional tournament directors, communicating with MPSSAA tournament directors, notifying the media of scores/results, participating in awards and school recognition programs, assisting student athletes interested in furthering education and athletic opportunities, reporting unsafe practice or game facilities, maintaining team and individual statistics, providing locker room supervision before and after practice and games, establishing rules of conduct and sportsmanship for the team members and the coaching staff, being sure all athletes are treated fairly and equitably, and being involved in the total school program. The coach also is responsible for the assignments listed below.

(Note: Coaches of this activity are eligible for postseason compensation. See Guidelines, page xi.)

	<u>Hours</u>
1. Preseason, postseason, and seeding meetings scheduled by the director of systemwide athletics	5.0
2. Length of season: <u>March 1 – mid May</u>	
37 practices @ 2.0 hours	74.0
12 contests @ 3.0 hours	36.0
1 county tournament (2 - 3 days)	10.0
1 mixed doubles county tournament	8.0
3. Preparation – supervision – transportation	
Preseason planning – 10.0 hours (including meeting with athletics specialist)	10.0
Each practice planning and preparation – 37 @ .5 hour	18.5
Each contest preparation – (12 matches, 3 tournaments) = 15 @ .5 hour	7.5
Locker room supervision – 53 days @ .6 hour	32.0
Transportation	10.0
4. Postseason requirements (equipment, uniforms, inventory, budget, etc.)	6.0
Total hours needed for the activity outside of the regular work day	217.0

Activity Name & Code: TICKET MANAGER: BASKETBALL – 1 Each High School (3-D01)

School Level: High School

TICKET MANAGER: BASKETBALL – 1 Each High School (3-D01)

Description of Activity: The responsibility of the ticket manager described in terms of days and hours are the minimum number required to reasonably fulfill the requirements of the activity.

	<u>Hours</u>
1. Preseason planning meetings scheduled by principal, athletics specialist, and/or business manager	3.0
2. Length of season 20 non-school day and evening home contests – @ 3.0 hours (doubleheaders, boys and girls JV and varsity games)	60.0
3. Preparation – supervision – transportation Each contest preparation – @ .5 hour	10.0
4. Postseason requirements (equipment, uniforms, inventory, budget, etc.) Full budget report to principal and athletics specialist	5.0
Total hours needed for activity outside of the regular work day	78.0

Activity Name & Code: TICKET MANAGER: COUNTY-WIDE ATHLETIC EVENTS (3-D05)

School Level: HIGH SCHOOL

TICKET MANAGER: COUNTY-WIDE ATHLETIC EVENTS HIGH SCHOOL (3-D05)

Description of Activity: The responsibility of the ticket manager described in terms of days and hours are the minimum number required to reasonably fulfill the requirements of the activity.

	<u>Hours</u>
Pre and postseason meetings with athletics specialist, principal, business administrator, security, and/or central office athletics staff.	6.0
Length of season: school year	
<u>Events:</u> Includes preparation time, duration of event, and post event accounting	
1 Cheerleading Competition (pre - 3 hours, event - 12 hours, post - 3 hours)	18.0
1 Pompon Competition (pre - 3 hours, event - 12 hours, post - 3 hours)	18.0
4 Indoor MCPS Track Meets (pre - 3 hours, event - 6 hours, post - 3 hours)	48.0
1 Indoor Track Invitational Meet (pre - 3 hours, event - 12 hours; post - 3 hours)	18.0
1 Wrestling Championship (pre - 3 hours, event - 20 hours, post - 3 hours)	26.0
2 Regional Basketball Contests (pre - 3 hours, event - 12 hours, post - 3 hours)	18.0
1 Track & Field Championship (pre - 3 hours, event - 6 hours, post - 3 hours)	12.0
Miscellaneous Championship Events	36.0

Total hours needed for the activity outside of the regular work day	200.0
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Activity Name & Code: TICKET MANAGER: GENERAL ATHLETIC EVENTS (3-D16)

School Level: 1 Each High School

TICKET MANAGER: GENERAL ATHLETIC EVENTS HIGH SCHOOL (3-D16)

Description of Activity: The responsibility of the ticket manager described in terms of days and hours are the minimum number required to reasonably fulfill the requirements of the activity.

	<u>Hours</u>
Pre and postseason meetings with athletics specialist, principal, business manager, and/or security	2.0
Length of season 53 contests average @ 2.5 hours per single contest (or 4.5 hours per doubleheader)	132.5
Each contest preparation @ .5 hour	26.5
Postseason requirements (equipment, uniforms, inventory, budget, etc.) — formal budget report to principal and athletics specialist	3.0
Total time needed for the activity outside of the regular workday	164.0

Activity Name & Code: TRACK & FIELD (COED) ASSISTANT - Up to Three
(3-C47, 3-C49 and 3-C51)

School Level: High School

TRACK & FIELD (COED) ASSISTANT HIGH SCHOOL (3-C47, 3-C49 and 3-C51)

Description of Activity: The coach is responsible for assisting the head coach in implementing the entire program including the rules of the sport, MPSSAA and MCPSSAA. The coach is expected to keep in regular contact and communication with the athletics specialist. In addition, other duties shall include, but not be limited to, completing pre and postseason inventories of equipment and uniforms, submitting rosters, medical forms, parent permission forms, practice schedules and scrimmages to the athletics specialist, verifying eligibility, monitoring team members' academic and attendance records, establishing and handing out written criteria for selecting team members and earning athletic awards, reporting scores to the MCPS sports director and MPSSAA regional tournament directors, communicating with MPSSAA tournament directors, notifying the media of scores/results, participating in awards and school recognition programs, assisting student athletes interested in furthering education and athletic opportunities, reporting unsafe practice or game facilities, maintaining team and individual statistics, providing locker room supervision before and after practice and games, establishing rules of conduct and sportsmanship for the team members and the coaching staff, being sure all athletes are treated fairly and equitably, and being involved in the total school program. The coach also is responsible for the assignments listed below.

(Note: See bottom of page regarding the number of assistant coaches allowed per school. One assistant coach per school is eligible for postseason compensation. See Guidelines, page xi.)

	<u>Hours</u>
1. Length of season: <u>March 1 - mid May</u>	
43 practices @ 2.0 hours	86.0
5 contests @ 3.5 hours (assists with one or two mid-level meets)	17.5
7 invitational contests @ 8.0 hours	56.0
2. Preparation – supervision – transportation	
Preseason planning – 4.0 hours (including meeting with athletics specialist)	4.0
Each practice planning and preparation – 43 @ .5 hour	21.5
Each contest preparation – 12 @ 1.0 hour	12.0
Site preparation	4.0
Locker room supervision – 55 days @ .6 hour	33.0
Transportation	10.0
3. Postseason requirements (equipment, uniforms, inventory, budget, etc.)	2.0

Total hours needed for the activity outside of the regular work day	246.0
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One Assistant for teams 25-45

Two Assistants for teams over 45

Three Assistants for teams over 70

Activity Name & Code: TRACK & FIELD (COED) HEAD COACH (3-C21)

School Level: High School

TRACK & FIELD (COED) HEAD COACH HIGH SCHOOL (3-C21)

Description of Activity: The coach is responsible for implementing the entire program including the rules of the sport, MPSSAA and MCPSSAA. The coach is expected to keep in regular contact and communication with the athletics specialist. In addition, other duties shall include, but not be limited to, completing pre and postseason inventories of equipment and uniforms, attending pre and postseason meetings as scheduled by the director of systemwide athletics, submitting rosters, medical forms, parent permission forms, practice schedules and scrimmages to the athletics specialist, verifying eligibility, monitoring team members' academic and attendance records, establishing and handing out written criteria for selecting team members and earning athletic awards, reporting scores to the MCPS sports director and MPSSAA regional tournament directors, communicating with MPSSAA tournament directors, notifying the media of scores/results, participating in awards and school recognition programs, assisting student athletes interested in furthering education and athletic opportunities, reporting unsafe practice or game facilities, maintaining team and individual statistics, providing locker room supervision before and after practice and games, establishing rules of conduct and sportsmanship for the team members and the coaching staff, being sure all athletes are treated fairly and equitably, and being involved in the total school program. The coach also is responsible for the assignments listed below.

(Note: Coaches of this activity are eligible for postseason compensation. See Guidelines, page xi.)

	<u>Hours</u>
1. Pre and postseason coaches' meetings scheduled by the director of systemwide athletics	5.0
2. Length of season: <u>March 1 – mid May</u>	
43 practices @ 2.0 hours	86.0
5 contests @ 3.5 hours (assists with one or two mid-level meets)	17.5
7 invitational contests @ 8.0 hours	56.0
1 seeding meeting @ 3.0 hours	3.0
3. Preparation – supervision – transportation	
Preseason planning – 10.0 hours (including meeting with athletics specialist)	10.0
Each practice planning and preparation – 43 @ .5 hour	21.5
Each contest preparation – 12 contests @ 1.0 hour	12.0
Each site preparation	4.0
Locker room supervision – 55 days @ .6 hour	33.0
Transportation	11.0
4. Postseason requirements (equipment, uniforms, inventory, budget, etc.)	8.0
Total hours needed for the activity outside of the regular work day	267.0

Activity Name & Code: VOLLEYBALL (BOYS) VARSITY (3-A26)

School Level: High School

VOLLEYBALL (BOYS) VARSITY HIGH SCHOOL (3-A26)

Description of Activity: The coach shall be responsible for implementing the entire program including the rules of the sport and MCPSSAA and keeping in regular contact and communication with the athletics specialist. In addition, other duties shall include, but not be limited to, completing pre and postseason inventories of equipment and uniforms, attending pre and postseason meetings as scheduled by the director of systemwide athletics, submitting rosters, medical forms, parent permission forms, practice schedules and scrimmages to the athletics specialist, verifying eligibility, monitoring team members' academic and attendance records, establishing and handing out written criteria for selecting team members and earning athletic awards, reporting scores to the MCPS sports director, notifying the media of scores/results, participating in awards and school recognition programs, assisting student athletes interested in furthering education and athletic opportunities, reporting unsafe practice or game facilities, maintaining team and individual statistics, providing locker room supervision before and after practices and games, establishing rules of conduct and sportsmanship for team members, being sure all athletes are treated fairly and equitably, and being involved in the total school program. The coach also is responsible for the assignments listed below.

	<u>Hours</u>
1. Pre and postseason coaches' meetings scheduled by the director of systemwide athletics	5.0
2. Length of season: <u>March 1 - late May</u>	
43 practices @ 2.0 hours	86.0
13 contests @ 3.0 hours	39.0
1 multi-team tournament (participant or worker)	8.0
3. Preparation – Supervision – Transportation	
Preseason planning – 10.0 hours (including meeting with athletics specialist)	10.0
Each practice planning and preparation – 43 @ .5 hour	21.5
Each contest preparation – 13 contests @ 1.0 hour	13.0
Locker room supervision – 57 days @ .6 hour	34.5
Transportation	8.0
4. Postseason requirements (equipment, uniforms, inventory, budget, etc.)	6.0
Total hours needed for the activity outside of the regular work day	231.0

Activity Name & Code: VOLLEYBALL (COED) VARSITY (3-C20)

School Level: High School

VOLLEYBALL (COED) VARSITY HIGH SCHOOL (3-C20)

Description of Activity: The coach shall be responsible for implementing the entire program including the rules of the sport and MCPSSAA and keeping in regular contact and communication with the athletics specialist. In addition, other duties shall include, but not be limited to, completing pre and postseason inventories of equipment and uniforms, attending pre and postseason meetings as scheduled by the director of systemwide athletics, submitting rosters, medical forms, parent permission forms, practice schedules and scrimmages to the athletics specialist, verifying eligibility, monitoring team members' academic and attendance records, establishing and handing out written criteria for selecting team members and earning athletic awards, reporting scores to the MCPS sports director, notifying the media of scores/results, participating in awards and school recognition programs, assisting student athletes interested in furthering education and athletic opportunities, reporting unsafe practice or game facilities, maintaining team and individual statistics, providing locker room supervision before and after practices and games, establishing rules of conduct and sportsmanship for team members, being sure all athletes are treated fairly and equitably, and being involved in the total school program. The coach also is responsible for the assignments listed below.

	<u>Hours</u>
1. Pre and postseason coaches' meetings scheduled by the director of systemwide athletics	5.0
2. Length of season: <u>March 1 - late May</u>	
43 practices @ 2.0 hours	86.0
13 contests @ 3.0 hours	39.0
1 multi-tournament (participant or worker)	8.0
3. Preparation – supervision – transportation	
Preseason planning – 10.0 hours (including meeting with athletics specialist)	10.0
Each practice planning and preparation – 43 @ .5 hour	21.5
Each contest preparation – 13 contests @ 1.0 hour	13.0
Locker room supervision – 57 days @ .6 hour	34.5
Transportation	8.0
4. Postseason requirements (equipment, uniforms, inventory, budget, etc.)	6.0
Total time needed for the activity outside of the regular work day	231.0

Activity Name & Code: VOLLEYBALL (GIRLS) JUNIOR VARSITY (3-B13)

School Level: High School

VOLLEYBALL (GIRLS) JUNIOR VARSITY HIGH SCHOOL (3-B13)

Description of Activity: The coach is responsible for implementing the entire program including the rules of the sport, MPSSAA and MCPSSAA. The coach is expected to keep in regular contact and communication with the athletics specialist. In addition, other duties shall include, but not be limited to, completing pre and postseason inventories of equipment and uniforms, submitting rosters, medical forms, parent permission forms, practice schedules and scrimmages to the athletics specialist, verifying eligibility, monitoring team members' academic and attendance records, establishing and handing out written criteria for selecting team members and earning athletic awards, participating in awards and school recognition programs, assisting student athletes interested in furthering education and athletic opportunities, reporting unsafe practice or game facilities, maintaining team and individual statistics, providing locker room supervision before and after practice and games, establishing rules of conduct and sportsmanship for the team members and the coaching staff, being sure all athletes are treated fairly and equitably, and being involved in the total school program. The coach also is responsible for the assignments listed below.

	<u>Hours</u>
1. Length of season: <u>mid August – early November</u>	
8 August practices @ 3.5 hours	28.0
24 practices @ 2.0 hours	48.0
11 contests @ 3.0 hours	33.0
2. Preparation – supervision – transportation	
Preseason planning – 5.0 hours (including meeting with athletics specialist)	5.0
Practice planning and preparation – 24 @ .5 hour	12.0
Each contest preparation – 11 contests @ 1.0 hour	11.0
Locker room supervision – 35 days @ .6 hour	21.0
Transportation	7.0
3. Postseason requirements (equipment, uniforms, inventory, budget, etc.)	6.0
Total hours needed for the activity outside of the regular work day	171.0

Activity Name & Code: VOLLEYBALL (GIRLS) VARSITY (3-B03)

School Level: High School

VOLLEYBALL (GIRLS) VARSITY HIGH SCHOOL (3-B03)

Description of Activity: The coach is responsible for implementing the entire program including the rules of the sport, MPSSAA and MCPSSAA. The coach is expected to keep in regular contact and communication with the athletics specialist. In addition, other duties shall include, but not be limited to, completing pre and postseason inventories of equipment and uniforms, attending pre and postseason meetings as scheduled by the director of systemwide athletics, submitting rosters, medical forms, parent permission forms, practice schedules and scrimmages to the athletics specialist, verifying eligibility, monitoring team members' academic and attendance records, establishing and handing out written criteria for selecting team members and earning athletic awards, reporting scores to the MCPS sports director and MPSSAA regional tournament directors, communicating with MPSSAA tournament directors, notifying the media of scores/results, participating in awards and school recognition programs, assisting student athletes interested in furthering education and athletic opportunities, reporting unsafe practice or game facilities, maintaining team and individual statistics, providing locker room supervision before and after practice and games, establishing rules of conduct and sportsmanship for the team members and the coaching staff, being sure all athletes are treated fairly and equitably, and being involved in the total school program. The coach also is responsible for the assignments listed below.

Note: Coaches of this activity are eligible for postseason compensation. See Guidelines, page xi.)

	<u>Hours</u>
1. Pre and postseason coaches' meetings scheduled by the director of systemwide athletics	5.0
2. Length of season: <u>mid August – early November</u>	
8 August practices @ 3.5 hours	28.0
37 practices @ 2.0 hours	74.0
13 contests @ 3.0 hours	39.0
1 contest without JV	2.0
3. Preparation – supervision – transportation	
Preseason planning – 10.0 hours (including meeting with athletics specialist)	10.0
Practice planning and preparation – 37 @ .5 hour	18.5
Each contest preparation – 14 contests @ 1.0 hour	14.0
Locker room supervision – 51 days @ .6 hour	30.5
Transportation	8.0
4. Postseason requirements (equipment, uniforms, inventory, budget, etc.)	6.0
Total hours needed for the activity outside of the regular work day	235.0

Activity Name & Code: WEIGHT TRAINING (COED) DIRECTOR (3-C06)

School Level: High School

WEIGHT TRAINING (COED) DIRECTOR HIGH SCHOOL (3-C06)

Description of Activity: Meet with physical education resource teacher/department chair and athletics specialist to review local school procedures, security, and safety issues. Provide broad publicity, leadership, supervision, and instruction in the weight training facility after school throughout the school year (September - June). This stipend carries the following responsibilities:

- Inspect equipment periodically to ascertain needed replacement and/or repair and report those needs (3 hours)
- Develop a program that includes the schedule for weight training sessions open to all students after school and throughout the entire school year. A sample schedule might be: 2 sessions per week @ 1.5 hours for 29 weeks = 87 hours. The program also must contain safety procedures, care and maintenance plan, facility security, program publicity and objectives
- Program plan including schedule must be approved by the physical education resource teacher and the athletics specialist before it is submitted to the principal. Principal must accept submitted plan before approving stipend.

Total hours needed for the activity outside of the regular work day

90.0

Activity Name & Code: WRESTLING JUNIOR VARSITY (3-A15)

School Level: High School

WRESTLING JUNIOR VARSITY HIGH SCHOOL (3-A15)

Description of Activity: The coach is responsible for implementing the entire program including the rules of the sport, MPSSAA and MCPSSAA. The coach is expected to keep in regular contact and communication with the athletics specialist. In addition, other duties shall include, but not be limited to, completing pre and postseason inventories of equipment and uniforms, submitting rosters, medical forms, parent permission forms, practice schedules and scrimmages to the athletics specialist, verifying eligibility, monitoring team members' academic and attendance records, establishing and handing out written criteria for selecting team members and earning athletic awards, participating in awards and school recognition programs, assisting student athletes interested in furthering education and athletic opportunities, reporting unsafe practice or game facilities, maintaining team and individual statistics, providing locker room supervision before and after practice and games, establishing rules of conduct and sportsmanship for the team members and the coaching staff, being sure all athletes are treated fairly and equitably, and being involved in the total school program. The coach also is responsible for the assignments listed below:

	<u>Hours</u>
1. Length of season: <u>November 15 – early February</u>	
49 practices @ 2.0 hours	98.0
10 contests @ 4.5 hours	45.0
2 tournaments @ 15 hours	30.0
2. Preparation – supervision – transportation	
Preseason planning – 5.0 hours (including meeting with athletics specialist)	5.0
Each practice planning and preparation – 49 @ .5 hour	24.5
Each contest preparation – 10 contests @ 1.0 hour	10.0
Locker room supervision – 61 days @ .6 hour	36.5
Transportation	9.0
3. Postseason requirements (equipment, uniforms, inventory, budget, etc.) (includes cleaning and storage of mats)	6.0
Total hours needed for the activity outside of the regular work day	264.0

Activity Name & Code: WRESTLING VARSITY (3-A06)

School Level: High School

WRESTLING VARSITY HIGH SCHOOL (3-A06)

Description of Activity: The coach is responsible for implementing the entire program including the rules of the sport, MPSSAA and MCPSSAA. The coach is expected to keep in regular contact and communication with the athletics specialist. In addition, other duties shall include, but not be limited to, completing pre and postseason inventories of equipment and uniforms, attending pre and postseason meetings as scheduled by the director of systemwide athletics, submitting rosters, medical forms, parent permission forms, practice schedules and scrimmages to the athletics specialist, verifying eligibility, monitoring team members' academic and attendance records, establishing and handing out written criteria for selecting team members and earning athletic awards, reporting scores to the MCPS sports director and MPSSAA regional tournament directors, communicating with MPSSAA tournament directors, notifying the media of scores/results, participating in awards and school recognition programs, assisting student athletes interested in furthering education and athletic opportunities, reporting unsafe practice or game facilities, maintaining team and individual statistics, providing locker room supervision before and after practice and games, establishing rules of conduct and sportsmanship for the team members and the coaching staff, being sure all athletes are treated fairly and equitably, and being involved in the total school program. The coach also is responsible for the assignments listed below.

(Note: Coaches of this activity are eligible for postseason compensation. See Guidelines, page xi.)

	<u>Hours</u>
1. Pre and postseason coaches' meetings scheduled by the director of systemwide athletics	5.0
2. Length of season: <u>November 15 – mid February</u>	
58 practices @ 2.0 hours	116.0
12 contests @ 4.5 hours	54.0
1 contest with no JV	2.5
3 tournaments @ 15.0 hours	45.0
3. Preparation – supervision – transportation	
Preseason planning – 10.0 hours (including meeting with athletics specialist)	10.0
Each practice planning and preparation – 58 @ .5 hour	29.0
Each contest preparation – 16 contests @ 1.0 hour	16.0
Locker room supervision – 74 days @ .6 hour	44.5
Transportation	10.0
Tournament seeding meeting	4.0
4. Postseason requirements [equipment, uniforms, inventory, budget, etc. (includes cleaning and storage of mats)]	9.0
Total hours needed for the activity outside of the regular work day	345.0