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June 15, 2020

Ms. Susan Leon-Leigh  
Director, Professional Development  
Broward County Public Schools  
3531 Davie Road  
Davie, Florida 33314

Dear Ms. Leon-Leigh:

The request submitted by Broward County Public Schools for the continued approval of the district's teacher education add-on program for the Athletic Coaching Endorsement has been approved as submitted until June 30, 2025. Continued state approval is contingent upon meeting the following requirements that assure competence in teaching the subject matter at the grade level for which the teacher is being prepared:

1. A letter from the district superintendent or his/her designee requesting continued approval of the add-on program.
2. A summative five-year review from the results of the program evaluations as specified in the approved program, including the number of program completers.
3. An electronic copy of the add-on program as it will continue to be delivered, including any modification to the program.

You and your staff are commended for developing and seeking state approval for teacher education programs that are responsive to the needs of your school district. If we may assist you at any time, please let us know.

Sincerely,



Abbey L. Stewart  
Chief, Bureau of Educator Recruitment, Development & Retention



**Broward County Public Schools**

**ATHLETIC COACHING  
ADD-ON / ENDORSEMENT PLAN**

**Robert W. Runcie, Superintendent**

**Shawn Cerra**

**Director of Student Activities and Athletics**

**Rodrick Gillis**

**Athletic Coaching Add-On Program Manager**

**Sherry Dianne Sanzari**

**Consultant, Athletic Coaching Add-On Plan**

**2020**

# **ATHLETIC COACHING ADD-ON/ENDORSEMENT PLAN**

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**I. PROGRAM TITLE**

School District of Broward County

Add-On Program: Athletic Coaching Endorsement Certification Coverage

**II. INTRODUCTION**

**A. Overview**

1. Present times have aroused the concerns of many educators to address athletic coaching as a coverage on the Florida Teacher's Certificate and more specifically, the Athletic Coaching Endorsement as a requirement.
2. Teachers who wish to acquire the Athletic Coaching Endorsement must have at least three (3) semester hours in three (3) major areas: Sports Medicine, Sports Specific, and Coaching Theory. In addition, all coaches must hold CPR certification by either the American Heart Association or American Red Cross.
3. Teachers who are certified in Physical Education will have met required training while earning their degree.
4. They will need to verify by transcript that they have met the requirement to receive the endorsement. The endorsement is a one time requirement and does not have to be renewed as other subject areas.
5. Only non-instructional personnel or approved community coaches not certified in Physical Education who wish to coach at the high school level will need to earn the certification.
6. Participants must acquire 60 in-service points (or 3 semester hours) in each of the three major areas for a total of 180 in-service points (or 9 semester hours).

**The program is designed to provide those coaches who are not instructional to increase their knowledge of managing, teaching, coaching, and supervising students in athletic activities.**

**B. Rationale**

Florida Statute 1012.55(2) mandates that individuals rendering services as athletic coaches in any public school in any district hold a valid temporary or professional certificate or an athletic coaching certificate. Florida Statutes 1012.575 gives the district school board the authority to design Add-On programs. The implementation of an on-line certification program will allow these coaches to complete the certification process without impacting their work schedules. Utilizing the American Sport Education Program (ASEP) training modules will be cost effective for the district and will provide a convenient access to the required training for our employees.

**Florida State Board Rule, 6A-4.0282: Specialization Requirements for the Endorsement in Athletic Coaching – Academic Class, requires that the individual receiving a certification Endorsement in Athletic Coaching meet the following requirements:**

1. Certification in another subject, and
2. Nine (9) semester hours in athletic coaching to include the areas specified Below:
  - a. Three (3) semester hours in care and prevention of athletic injuries and the effects and dangers of drug use including performance enhancing drugs.
  - b. Three (3) semester hours in coaching theory, and
  - c. A course in theory and practice of coaching a specific sport.
3. A valid cardiopulmonary resuscitation certificate issued by the American Heart Association or the American Red Cross or a certificate issued by an entity approved by the Florida Department of Health pursuant to Rule 64-E-2.038,F.A.C.

*Specific Authority 1001.02, 1012.55, 1012.56 FS. Law Implemented 1001.02, 1012.54, 1012.55, 1012.56 FS. History – New 12-4-89, 10-26-2005, 1-16-08.*

### **III. PROGRAM OBJECTIVES**

The objective of this program is to develop and increase the competencies of those employees who are responsible for the physical and social development of district youth who are involved in athletic competitions.

This program will provide inservice for all non-instructional personnel or approved community-based coaches in three (3) major areas:

1. Care and Prevention of Athletic Injuries – (60 points)
2. General Coaching Theory – (60 points)
3. Sport Specific Component (Individual Sport) – (60 points)

The specific competencies to be gained by program participants are identified in the inservice components within this plan.

### **IV. PROGRAM CONTENT AND CURRICULUM**

Non-instructional personnel or approved community-based coaches seeking the initial coaching add-on certificate and teachers endeavoring to add the coaching endorsement to the Florida Educator's Certificate must earn a total of 180 inservice points (equivalent to 9 semester hours of college credit) by successfully completing the prescribed set of inservice components included in this program:

1. Care and Prevention of Athletic Injuries – (60 points)
2. General Coaching Theory – General – (60 points)
3. Sport Specific Component (Individual Sport) – (60 points)

In addition, program completers will obtain a valid cardiopulmonary resuscitation certificate issued by the American Heart Association or the American Red Cross or any other entity approved by the Florida Department of Health pursuant to their criteria.

#### **Competencies**

The add-on endorsement will address the following competencies that are consistent with the National Standards for Athletic Coaches.

#### **Knowledge of Human Growth and Development**

1. Recognize the physical, cognitive, social and emotional development of student athletes including normative differences in chronological age groups, maturation, readiness to learn, train, and compete.
2. Identify learning and competitive experiences appropriate for student athletes at various stages of growth development.
3. Define individualized, age appropriate, non-injurious training methods for student athletes.

#### **Knowledge of Instructional as it Relates to Athletic Coaching**

4. Select appropriate instructional strategies for athletic coaching.

5. Outline the development of athletic program philosophy, including goals and objectives.
6. Recognize the importance of pre-assessment in establishing instructional level.
7. Distinguish characteristics of coaching an activity or sport.
8. List feedback methods used in athletic coaching.
9. Define methods used to evaluate student athletes and program effectiveness.
10. Analyze and utilize evaluative data when redesigning programs.
11. Identify available and suitable professional resources for coaching.

#### **Knowledge of Biomechanical Foundations**

12. Define normal human anatomical features and abnormal deviations.
13. Identify biomechanical principles and concepts appropriate for athletic coaching.
14. Apply appropriate physics principles in the acquisition of basic movement skills.

#### **Knowledge of Sports Injuries**

15. Detect Athletic Injury
16. Select the appropriate athletic injury treatment modalities.
17. Identify appropriate first aid emergency planning and care procedures including: cardiopulmonary resuscitation, the unconscious athlete, suspected head, neck, and spine injuries, and other life-threatening circumstances.
18. Select appropriate techniques for rehabilitation and reconditioning.
19. Identify the basic skills involved in athletic injury counseling.
20. Recognize safe playing conditions in order to facilitate injury prevention and enhance athletic performance including:  
selection of appropriate athletic uniforms, use of protective equipment, sanitary maintenance of uniforms and equipment, use of facilities, and avoidance of extreme weather conditions (e.g., heat, humidity, cold, lightning, etc.)
21. Identify appropriate athletic injury reporting systems.
22. Identify appropriate health-related policies and procedures for student athletes including:  
parental medical consent, referral procedures, and medical examinations.
23. Explain the importance and responsibility of the athletic trainer and on-call physician.

#### **Knowledge of Human Psychology**

24. Recognize the psychological aspects of athletic coaching.
25. Identify instructional and humanistic coaching methods that assist student athletes in developing appropriate self-perceptions.
26. Identify instructional and humanistic coaching methods that enhance appropriate and constructive peer interactions.
27. Demonstrate by example the ability to recognize and take appropriate action relative to problems among student athletes including:  
deficit academic performance, inappropriate behaviors occurring inside and outside the athletic context, substance abuse, depression, burnout, child abuse, and suicidal tendencies.
28. Define coaching motivational techniques including:  
awareness of performance enhancement techniques, visualization, stress reduction/relaxation, and attention focus.
29. Identify appropriate techniques for use in monitoring personal emotional self-control in athletic coaching situations.

#### **Knowledge of Physiological Principles**

30. Identify basic principles (e.g., overload, progression, and specificity).
31. Identify the variables by which overload can be modified.
32. Evaluate and interpret the results of pre-physical fitness and motor assessments.
33. Using evaluative data, apply principles of training to formulate individual and group conditioning programs.
34. Explain body composition factors related to athletic performance potential including:  
body weight as it affects performance and the percentage of body fat related to conditioning.
35. Identify environmental conditions and their effects on personal health, safety, and learning (e.g., temperature, humidity, lightning, etc).

#### **Knowledge of Substance Use and Abuse**

36. Identify the negative effects of drugs on personal health and athletic performance.
37. Identify legal consequences of drug-taking behavior.
38. Identify symptoms of substance abuse.
39. Identify referral techniques for student athletes with substance abuse problems.

#### **Knowledge of Nutrition Principles**

40. Explain the relationship between nutritional needs and athletic training.
41. Evaluate the adequacy of diets in meeting the nutritional needs of student athletes.
42. Recognize fallacies and dangers underlying selected dietary plans and supplements.
43. Explain the relationship between food intake, body weight, physical activity, and health.
44. Determine the relationship of hydration and dehydration to physical performance.

#### **Knowledge of Legal Aspects Related to Athletic Coaching**

45. Recognize tort liability in athletics including knowledge of adequate instruction and proper supervision.
46. Identify constitutional rights of student athletes:  
With reference to discrimination(s), appropriate disciplinary techniques, and eliminating athletes from the team.
47. Identify the minimum insurance coverage areas necessary for an athletic program.
48. Identify state procedures and regulations governing athletic participation.
49. Identify legal precedents and actions in athletic coaching involving assault and battery, sexual misconduct, and sexual harassment.

#### **Knowledge of Public Relations Principles**

50. Identify the elements of communication.
51. Recognize the importance of feedback to reduce distortion of the intended message.
52. Explain the importance of targeting a specific audience to promote an athletic program.
53. Identify methods to assess expectations of the school community, community at-large, and media.

#### **Knowledge of Sport Management**

54. Outline theoretical principles and strategies for successful athletic coaching.

55. Identify managerial principles in the use of equipment, facilities, and deployment of personnel.
56. Outline athletic budget development and control procedures.
57. Define personnel and program evaluation techniques used in athletic coaching.
58. Distinguish between ethical and unethical coaching behavior.

## V. INSTRUCTIONAL DESIGN AND DELIVERY

The School District of Broward County Coaching Add-On / Endorsement Program will be provided through an inservice program of three online and/or face-to-face inservice training components worth 60 inservice points each. The on-line portion of the curriculum is provided through **The American Sport Education Program (ASEP)**. After registering for the program through HRD, prospective coaches will be granted access to the district's ASEP portal to complete the individual course registration with ASEP. The School District of Broward County's professional development program manager has access to and reviews the progress of each participant. Participants will complete required coursework through the on-line ASEP coaching certification program. All professional development will be delivered using the SDBC standards. The Director of Athletic and Activities and the Program Manager for the Athletic Coaching Add-On program will oversee the inservice activities for School District of Broward County employees.

The curriculum consists of an on-line study as well as interactive learning experiences and a variety of supplemental student resource materials including PDF download. This on-line curriculum is designed to provide all the participants a convenient access to the required training in order to complete the certification process.

### Course Descriptions

#### Coaching Theory

The course is designed to challenge coaches to define who they are as coaches (philosophy, objectives, and style); enhance communication and motivational skills; become more effective teachers and trainers; and improve team, relationship, risk, and self-management skills. *Coaching Principles* covers the fundamentals of being a successful coach.

#### Care and Prevention of Athletic Injuries

Risk management is an important concern in today's athletic environment. What coaches don't know about injury prevention, evaluation, and treatment could have serious implications for athletes, organization, schools, and/or district. *Sports First Aid* provides participants with clear instruction of proper first aid administration based on the latest health care research and best practices. In addition the participants are required to do field work with a certified athletic trainer (60 hours) and become CPR certified through the American Heart Association or American Red Cross any other agency approved by the Florida Department of Health.

#### Sports Specific

There are numerous sport specific courses offered in conjunction with ASEP on-line. They include baseball, basketball, football, soccer, softball, tennis, volleyball, golf, and swimming. The courses are designed to help coaches learn how to teach technical and tactical skills. The participants will select the sports specific course applicable to them.



**A. Instructional Strands**

<b>Instructional Strand: General Coaching Theory</b>	<b>Instructional Strand: Theory and Practice of Coaching A Specific Sport</b>	<b>Instructional Strand: Care and Prevention of Athletic Injuries</b>
Legal Aspects	Liability	Nutrition
Human growth and development	FHSAA/State policies	Injury detection
Psycho-social development	Characteristics of student athlete	Injury treatment]
Bio-physiological foundations	Communication	Rehabilitation and reconditioning
Sports management	Skill progression	Injury counseling
Instruction	Training programs	General first aid training
	Time management	Emergency planning
	Coaching philosophy	CPR (AHA or ARC issued)
	Teaching sport skills	Inservice training (60 hours)
	Managing parents	Substance abuse
	Athletic organization	Health-related policies
	Practice/Seasonal planning	Mental health
	Budget	AIDS
	Public Relations	Communicable diseases
	Student rights	Sports medicine
	Tort liability	Effects and dangers of drug use
	Growth development	Effects and dangers of performance-enhancing drugs
	Evaluation of program	

**B. Inservice Training Components**

Master Inservice Plan Components have been developed for use in this Athletic Coaching Add-On /Endorsement Program. These components are written according to State Board rule 6A-5.071, FAC with evaluation designed according to Florida Statute 1012.98.

Following are the inservice components to be used in meeting the requirements for the School District of Broward County Athletic Coaching Add-On / Endorsement.

<b>Course Title</b>	<b>SDBC Component</b>
Care and Prevention of Athletic Injury Component (Sports First Aid)	<b>39197729</b>
Sports Specific Component	<b>39107730</b>
Coaching Theory Component	<b>39107728</b>

OFFICE OF PROFESSIONAL DEVELOPMENT

MASTER INSERVICE PLAN COMPONENT

COMPONENT NUMBER:	39107728
COMPONENT TITLE:	Coaching Theory
DATA ELEMENTS:	Primary Purpose (PP) Delivery Method (DM)  Evaluation  Follow-Up Method (FM)
INSERVICE POINTS	60
SCOPE:	All Personnel

*This course is one of three (3) required courses for State of Florida Athletic Coaching Add-On.*

**General Objective:** To provide athletic coaches with knowledge in coaching skills and techniques, sports management skills, psychology of coaching, legal aspects, as well as state and local rules and regulations. All for the purpose of helping improve coaching effectiveness.

**Special Objectives:** Upon completion of the course, participants will be able to:

1. Demonstrate a basic knowledge of various coaching techniques *(on-line)*.
2. Demonstrate a variety of communication styles *(on-line)*.
3. Discuss the importance of stress management, rest and recovery to athletic performance *(on-line)*.
4. Describe three principles for effective team management *(on-line)*.
5. Describe three methods for displaying sportsmanship related to athletics, colleagues, officials, spectators, and parents *(on-line)*.
6. Demonstrate proficiency in understanding tort liability in athletics, especially knowledge of adequate care and understanding of proper supervision *(on-line)*.
7. Demonstrate awareness of their school's policy for clearing athletes to participate *(2 page review to be turned in to facilitator)*.
8. Recognize and adhere to appropriate state and local policies and procedures governing athletic participation *(Outline Eligibility Section of FHSAA By-laws Handbook – turn in to facilitator)*.
9. Understand contractual law as it applies to athletic coaching *(on-line)*.
10. Be cognizant of appropriate coach/athlete interpersonal relationships *(on-line)*.
11. Be aware of legal precedents and actions in athletic coaching, including sexual misconduct, sexual harassment, and assault/battery *(on-line)*.
12. Demonstrate ability to recognize and take appropriate action relative to problems among student athletes such as deficient academics, inappropriate behaviors, appropriate corrective

measures, inappropriate behaviors or potential problems occurring outside the athletic context (*on-line*).

13. Identify appropriate techniques for use in monitoring emotional self-control in all athletic coaching situations (*on-line*).
14. Understand skills in effective interpersonal communication with athletes, parents, other coaches, officials and administrators, members of the school community, the media, and the public at large (*on-line*).
15. Understand managerial skills in use of equipment, facilities, and the deployment of personnel (*on-line*).
16. Develop budget control skills (*on-line*).
17. Demonstrate ethical behaviors and decision-making in relations with others (*on-line*).
18. Demonstrate knowledge of sound instructional strategies in athletic coaching, including philosophy of program (goals and objectives), initial pre-assessment, instruction approaches, and evaluation of program effectiveness.

**Instructional Activities:** This course will be taught through a combination of independent assignments and through the on-line ASEP instruction

1. Participant will take part in instructional activities that will include demonstration, observation, discussion, review and assessments.
2. Participant will complete on-line course requirements.
3. Participants will demonstrate mastery or knowledge in required competencies.

**Follow-up:**

1. Participant oral and written reflections
2. Participant product
3. Direct observation

**Evaluation:**

Participant must turn in all independent assignments to the facilitator and completion of the ASEP on-line course with a passing score of 80% mastery is required.

1. Complete pre-and post tests on the elements and principles of sports medicine.
2. Pass the post-test with 80% mastery and demonstrate increase competency on 80% of the specific objectives of the component.
3. Demonstrate successful implementation of techniques as observed by designated supervisor (athletic trainer).
4. Complete an evaluation of the effectiveness of the component and method of instruction.

OFFICE OF PROFESSIONAL DEVELOPMENT

MASTER INSERVICE PLAN COMPONENT

COMPONENT NUMBER:	39107729
COMPONENT TITLE:	Care and Prevention of Athletic Injuries (Sports First Aid)
DATA ELEMENTS:	Primary Purpose (PP) Delivery Method (DM) Evaluation Follow-up Method (FM)
INSERVICE POINTS	60
SCOPE:	All Personnel

*This course is one of three (3) required courses for State of Florida Athletic Coaching Add-On.*

**General Objectives:** This component is designated to provide the participants with increased knowledge in basic content and recent advances in the care and prevention of athletic injuries.

**Specific Objectives:** Upon completion of the course, participants will be able to:

1. Demonstrate through knowledge of athletic nutrition and ability to advise athletes concerning nutrition *(on-line)*.
2. Identify skills needed to recognize athletic injury *(on-line)*.
3. Display abilities in selection of appropriate athletic injury treatment modalities *(on-line)*.
4. Identify appropriate first aid emergency planning and care procedures: cardiopulmonary resuscitation and related activities, unconscious athlete treatment/care, and consideration of other life threatening circumstances *(on-line)*.
5. Distinguish the acceptable selection and usage of rehabilitation and reconditioning techniques *(on-line)*.
6. Demonstrate an understanding of athletic injury counseling methodology *(on-line)*.
7. Show evidence of knowledge of and application for playing conditions and for athletic facilities for the purpose of injury prevention and to enhance athletic performance *(on-line)*.
8. Demonstrate an understanding of athletic injury reporting systems *(on-line)*.
9. Identify major characteristics of illegal substance use problems: recommend/refer identified athletes appropriately *(on-line)*.
10. Become familiar with the effects and dangers of drug use including performance-enhancing drugs. In a three (3) page paper, identify the effects of and dangers of performance enhancing drugs on athletes. List two references. *(Turn in to facilitator)*.

11. Verification of Athletic Training Experience: Each participant must show proof of at least 60 hours of practical on field experience (*verified through facilitator*).
12. Exhibit a basic understanding of anatomy and physiology as related to sports medicine (*on-line*).
13. State the importance of the knowledge of sports medicine as a lifelong activity (*on-line*).
14. Obtain a valid cardiopulmonary resuscitation certification/AED card issued by the American Red Cross or American Heart Association (*A valid CPR card is required for course completion*).

**Instructional Activities:** This course will be taught through a combination of independent assignment, observation, and through the on-line ASEP instruction.

4. Participant will take part in instructional activities that will include demonstration, observation, discussion, review and assessments.
5. Participant will complete on-line course requirements.
6. Participants will demonstrate mastery or knowledge in required competencies.

**Follow-up:**

4. Participant oral and written reflections
5. Participant product
6. Direct observation

**Evaluation:**

5. Complete pre-and post tests on the elements and principles of sports medicine.
6. Pass the post-test with 80% mastery and demonstrate increase competency on 80% of the specific objectives of the component.
7. Demonstrate successful implementation of techniques as observed by designated supervisor (athletic trainer).
8. Complete an evaluation of the effectiveness of the component and method of instruction.

**OFFICE OF PROFESSIONAL DEVELOPMENT  
MASTER INSERVICE PLAN COMPONENT**

<b>COMPONENT NUMBER:</b>	<b>39107730</b>
<b>COMPONENT TITLE:</b>	<b>Coaching a Specific Sport</b>
<b>DATA ELEMENTS:</b>	<b>Primary Purpose (PP)</b> <b>Delivery Method (DM)</b> <b>Evaluation</b> <b>Follow-Up Method (FM)</b>
<b>INSERVICE POINTS:</b>	<b>60</b>
<b>SCOPE:</b>	<b>All Personnel</b>

*This course is one of three (3) required courses for State of Florida Athletic Coaching Add-On.*

**General Objective:** To provide athletic coaches with knowledge in coaching skills and techniques as they apply to a specific sport, legal aspects and state and local rules and regulations relative to a specific sport. All for the purpose of helping improve coaching effectiveness.

**Specific Objectives:** Upon completion of the course, participants will be able to:

1. Demonstrate a basic knowledge of various coaching techniques relative to a specific sport (*on-line*).
2. View FHSAA Rules clinic on-line and verify (*submit copy of completion certificate to facilitator*).
3. Describe three principles for effective team management (*on-line*).
4. Demonstrate proficiency in understanding tort liability (*on-line*).
5. Recognize and adhere to appropriate state and local policies and procedures governing athletic participation (*on-line*).
6. Be aware of legal precedents and actions relative to coaching a specific sport (*on-line*).
7. Understand managerial skills in use of equipment, facilities, and the deployment of personnel as it relates to a specific sport (*on-line*).
8. Identify the rules and terminology used in a selected interscholastic sport (*on-line*).
9. Identify the strategies of individual and team play as well as the skills necessary to participate in an interscholastic sport (*on-line*).
10. Exhibit knowledge of safety practices necessary to participating in a specified sport (*on-line*).

11. Identify positive sportsmanship techniques in participating in selected interscholastic sports (on-line).

**Instructional Activities:** This course will be taught through a combination of independent assignments and through the on-line ASEP instruction.

7. Participant will take part in instructional activities that will include demonstration, observation, discussion, review and assessments.
8. Participant will complete on-line course requirements.
9. Participants will demonstrate mastery or knowledge in required competencies.

**Follow-up:**

7. Participant oral and written reflections
8. Participant product
9. Direct observation

**Evaluation:**

Participant must turn in all independent assignments to the facilitator and completion of the ASEP on-line course with a passing score of 80% mastery is required.

9. Complete pre-and post tests on the elements and principles of sports medicine.
10. Pass the post-test with 80% mastery and demonstrate increase competency on 80% of the specific objectives of the component.
11. Demonstrate successful implementation of techniques as observed by designated supervisor (athletic trainer).
12. Complete an evaluation of the effectiveness of the component and method of instruction.

**C. Matrix**

Component Name	Specific Objective Number	Competency Number	Method of Competency Demonstration
(Component #39197729) Care and Prevention of Athletic Injuries	1	40,41,42,43,44	Online Assessment
	2	15,16,21	Online Assessment
	3	15,16,17	Online Assessment
	4	16	Online Assessment
	5	17	Online Assessment
	6	17	Online Assessment
	7	17	Online Assessment
	8	18	Online Assessment
	9	19	Online Assessment
	10	36,37,38	Online Assessment
	11	17,18,21,22,23	Direct Observation
	12	12,13,14,20	Online Assessment
	13	33	Online Assessment
	14	17,21	Online Assessment and verified CPR Certification



Component Name	Specific Objective Number	Competency Number	Method of Competency Demonstration
(Component #39107728) Coaching Theory	1	25,54	Online Assessment
	2	50	Online Assessment
	3	28	Online Assessment
	4	54	Online Assessment
	5	29	Online Assessment
	6	45	Online Assessment
	7	48	Written Reflection
	8	48	Written Reflection
	9	46	Online Assessment
	10	26,29,50,58	Online Assessment
	11	49,58	Online Assessment
	12	27	Online Assessment
	13	26,27,29	Online Assessment
	14	52,58	Online Assessment
	15	55	Online Assessment
	16	56	Online Assessment
	17	58	Online Assessment
	18	4,5,6,7,8,9,10,11	Written Reflection/ Direct Observation

**C. Matrix (cont)**

Component Name	Specific Objective Number	Competency Number	Method of Competency Demonstration
(Component #39107730)  Sport Specific	1	2,4,5,20,24	Online Assessment
	2	48	Completion Certificate
	3	54	Online Assessment
	4	45	Online Assessment
	5	48	Online Assessment
	6	49	Online Assessment
	7	55	Online Assessment
	8	5,7,8,9,11,14	Online Assessment
	9	1,2,3,4,5	Online Assessment
	10	20	Online Assessment
	11	29	Online Assessment

**D. Instructors**

The instruction is provided by **The American Sport Education Program (ASEP)**. The district provides in association with Broward Health Hospital District, nationally board certified trainers to work with the athletic programs at each high school. The certified athletic trainer will facilitate the required field work (60 hours) for the participants. The program manager will monitor the on-line progress of the participants. The school Athletic Director, Director of Athletics and Activities with follow-up with the Program manager, will verify verification of completion.

**VI. PROGRAM COMPLETION REQUIREMENTS**

Successful completion of 180 inservice points, consistent with the program requirements section of this document, as indicated by district inservice records, and a valid CPR certificate issued by the American Hart Association, the American Red Cross, or an entity approved by the Florida Department of Health, shall constitute program completion. The Athletic Coaching Add-On Program Manager under the supervision of the Director of Professional Development will verify the participant’s inservice credit applicable for the issuance of the Coaching Certificate for non-instructional coaches. Individuals seeking the

addition of the Athletic Coaching Endorsement to a Florida Educator's Certificate shall confer with the District's Office of Certification regarding the formal application process to the Florida Department of Education.

## **VII. PROGRAM EVALUATION**

This program is designed to provide those employees not certified in Physical Education and assigned to coach an athletic sport with specific training to increase their knowledge of managing, teaching, and supervising students in athletic activities. The evaluation process will include participant performance, component effectiveness, and program effectiveness in order to inform program decision.

### **A. Participant Evaluation**

1. Participants will demonstrate an 80% mastery level of competencies.
2. Required activities consistent with component description must be completed and meet the standards of the instructor.
3. Participants will demonstrate skills and competencies gained through follow-up activities facilitated by the program manager.

### **B. Component Evaluation**

Participants and instructors will assess the degree to which course activities enabled participants to demonstrate mastery of specific component competencies.

### **C. Program Evaluation**

At least 90% of program participants will successfully demonstrate skills and competencies as specified in the program. Participants, instructors and Professional Developments personnel will evaluate components and the program in terms of knowledge gained, usefulness, materials used, and effects on coaches, student athletes, and athletic coaching environments.

## **VIII. PROGRAM MANAGEMENT**

### **A. Director of Athletics and Activities**

Will serve as the coordinator of the Athletic Coaching Add-On Program and will work with the Program Manager for the Athletic Coaching Add-On Program to coordinate program implementation.

### **B. Master Inservice Plan**

The Add-On Coaching Plan components will be included in the Master Inservice Plan and can be used to renew teaching certificates as well as to add coverage to a certificate, provided that the current rules governing renewal of certificates are followed.

### **C. Records**

Participants: The district will maintain inservice records that indicate successful completion, dates of participation, component numbers, transfer credit and all other necessary data for each participant.

Components: For each component offered, the district will maintain a file that contains performance and other evaluative data, dates of inservice activities, participant data, and other necessary information.

**D. Program Application and Admission Requirements**

Applicants for admission into the School District of Broward County Athletic Coaching Add-On Program must meet the following criteria:

1. Employed as a teacher and/or an athletic coach in Broward County Schools
2. Possess a current Florida Educator's Certificate in one of the academic subject areas/or temporary coaching certificate.
3. Recommendation by Principal.
4. Must obtain Level 2 Background Security Check for fingerprinting from Security Clearance Office.
5. Verification of CPR Course Completion from AHA, ARC, or entity approved by the Florida Department of Health.

**E. Advisement**

Each applicant will receive information pertaining to the Athletic coaching Add-On Program and the requirements for obtaining the certification. The Professional Development office will keep inservice records up to date. The Director of Certification will analyze official university transcripts and inservice participation transfer records to determine credit for prior work.

**F. Attendance**

Attendance will be monitored in accordance with District inservice procedures. Participants in online classes must meet all participation requirements specified by the facilitator. Inservice points will be awarded based on full completion of requirements. No credit will be awarded for partial completion. Inservice points will not be awarded after the course enrolled in closes.

**G. Transfer and Utilization of Credit (college or inservice)**

Successfully completed college course work may be transferred into this program. Courses to be transferred must each be equivalent to a minimum of 60 inservice points (3 semester hours) and must match Program Requirements in section III of this document. Candidates for the coaching add-on certification must complete and submit a written request to the Director of Activities and Athletics. An official college transcript must be forwarded to the Director of Activities and Athletics if the applicant is transferring college course credit. A grade of "C" or higher is required. Inservice points earned in Coaching Components under an approved Master Inservice Plan in another Florida district may be transferred into this program. Inservice courses to be transferred must each be equivalent to a minimum of 60 inservice points and must match the content provide for in the components described in this document. Successful completion must be verified. The Director of Activities and Athletics will work with the Director of Certification

to review the transfer of college credit request and assess the appropriateness of each transfer into the endorsement program.

#### **H. Certificate of Completion**

Candidates for the Coaching Add-On certificate must complete all requirements and submit evidence thereof along with their current temporary coaching certificate and a written request to the Director of Certification.

Successful completion of 180 inservice points, consistent with the program requirements section of this document, as verified by District inservice records, and a valid CPR certificate issued by the American Heart Association, the American Red Cross, or an entity approved by the Florida Department of Health, shall constitute program completion. The Director of Athletics and Activities will verify the participant's credit and completion of the Athletic Coaching Add-On Program, with will enable the participant to apply for a 5-year Coaching Certificate. or add the Coaching Endorsement to his/her Florida Educator Certificate.

#### **IX. SCHOOL BOARD APPROVAL**

See next page.

#### **X. PROGRAM FORMS**

1. School Board Certificate of Approval
2. Process for clearance for athletic coaches who do not hold a valid State of FL Temporary or Professional Certificate.
3. Transfer of College Credit
4. Verification of Inservice Points
5. Certificate Issuance Request

# Certificate of Acceptance

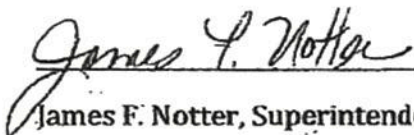
by

**The School Board of Broward County**

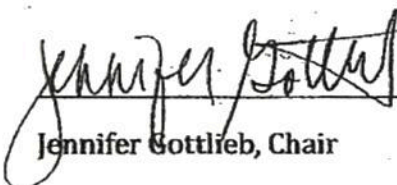
of the

**Athletic Coaching Add-On Plan**

**Initial Request for Approval**

  
James F. Notter, Superintendent

9/8/2010  
Date

  
Jennifer Gottlieb, Chair

9/8/2010  
Date

**2010**

**AGENDA REQUEST FORM**  
**THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA**

Meeting Date <b>9/8/10</b>	Open Agenda <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Time Certain Request <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Agenda Item Number <b>F-4</b>
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**TITLE:**  
**Athletic Coaching Endorsement In-Service Plan**

**REQUESTED ACTION:**  
 To approve and submit to the Department of Education the Athletic Coaching Add-On/Endorsement Plan.

**SUMMARY EXPLANATION AND BACKGROUND:**  
 Florida Statute 1012.55(2) mandates that non-instructional personnel serving in paid supplemental athletic coaching positions must hold a valid temporary or professional certificate. Statute authorizes non-instructional individuals the opportunity to obtain a professional add-on certificate. The objective of the add-on certificate is to develop and increase the competencies of those employees who are responsible for the physical and social development of School Board youth who are involved in athletic competitions.  
  
 The School Board of Broward County, Florida Athletic Coaching Add-On/Endorsement Plan will be provided through an in-service program of three on-line courses. The on-line portion of the curriculum is provided through the American Sport Education Program (ASEP). This program will provide in-service for non-instructional personnel in three areas. 1. Care and Prevention of Athletic Injuries, 2. General Coaching Theory and 3. Sport Specific Content (individual sport).

- SCHOOL BOARD GOALS:**
- \*Goal One: Raise achievement of all students to ensure graduation from high school and readiness for post-secondary education.
  - \*Goal Two: Improve the health and wellness of students and personnel
  - \*Goal Three: Provide a safe and secure physical and technological environment for all students and employees.
  - \*Goal Four: Promote innovation which focuses on best practices and quality efforts that improve our best-in-class position.
  - \*Goal Five: Recruit, develop, retain, and recognize high performing and diverse faculty and personnel.
  - \*Goal Six: Build strong partnerships with family, business, community and government at the classroom, school, area and district level.
  - \*Goal Seven: Ensure district's leadership as an environmental steward through innovative ecology and energy conservation programs.

**FINANCIAL IMPACT:**  
 There is no financial impact to the District.

**EXHIBITS: (list)**  
 Athletic Coaching Add-On/Endorsement Plan

<b>BOARD ACTION:</b>  <b>APPROVED</b>	<b>SOURCE OF ADDITIONAL INFORMATION:</b>  Damian Huttenhoff <i>DH</i> Name Phone 754-321-2550
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(For Official School Board Records Office Only)

**THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA**  
**DR. JOANNE W. HARRISON, DEPUTY SUPERINTENDENT**  
**EDUCATIONAL PROGRAMS & STUDENT SUPPORT**

*Joanne W. Harrison*  
 Approved in Open Board Meeting  
 on: **SEP 8 2010**

By: *[Signature]* School Board Chair

By: Revised July 2008  
 JEN/JWH/DH:sw

## **Athletic Coaching Process for Athletic Directors**

### **A. TIMELINE FOR SUPPLEMENT SUBMISSION AND BOARD APPROVAL**

In accordance with SBBC Policy 6210, recommendations for supplemental positions **should** be presented to the Board for approval prior to the date the supplemental position begins. Supplements must be entered into SAP on or before the start date of the supplement. Listed below are approximate dates when locations should enter supplements. Remember to begin the supplements using a date in the fiscal year (July 1, 20YY – June 30, 20YY) unless otherwise noted (i.e. Athletic Calendar). Any changes to the supplemental assignments must be entered immediately upon selection.

<i>Athletic Season Begins*</i>	<i>Supplement Entered and approved by Principal</i>	<i>Supplement Presented to Board</i>
<b>Fall (August – November)</b>	2nd week of August	August/September
<b>Winter (October – February)</b>	last week of September	October
<b>Spring (Jan – May)</b>	last week of December	January

\*If recommending a new athletic coach for camps and training prior to the official season beginning, enter the supplement upon hiring. This will allow the coach to participate in the pre-season conditioning.

### **B. GUIDELINES TO HIRE A PAID HIGH SCHOOL COACH**

1. Notify Office Manager to advertise coaching positions. Positions must be advertised each year.
  - Advertise internally if hiring a coach on current school staff (includes substitute teachers, security specialist, teachers, campus monitors, etc.)
  - Advertise externally if hiring a coach not on current school staff
2. Select and recommend coaches by completing the High School Athletic Coach Listing Form (*see attached page 3*).
  - Submit completed and signed High School Athletic Coach Listing form to principal
  - Principal will sign and give to Office Manager for processing
  - Paid high school athletic coaches must receive clearance from Talent Acquisition (formerly Instructional Staffing) prior to reporting to work
3. Complete Checklist for Athletic Director to ensure all steps completed (*see attached page 4*).

### **C. CERTIFICATION REQUIREMENTS FOR AN ATHLETIC COACH**

1. Florida Statute 1012.55(2) mandates that paid athletic coaches hold a valid full-time Florida Department of Education (DOE) teaching certificate or Athletic Coaching Certificate.
2. New coaches apply to the DOE for a three-year temporary certificate in Athletic Coaching.  
<http://www.fldoe.org/edcert/apply>
3. A Statement of Eligibility Letter is prepared by the DOE outlining eligibility for the temporary certificate, as well as the requirements needed for the five-year certificate in Athletic Coaching.



4. Talent Acquisition requests issuance of the three-year temporary certificate following certification and security clearance for the Athletic Coaching position.
5. Coaches must complete nine (9) hours of specialized athletic coaching coursework. And must have a valid CPR card prior to the expiration of the three-year temporary certificate.
  - Three semester hours in care and prevention of athletic injuries, and the effects and dangers of drug use including performance-enhancing drugs
  - Three semester hours in coaching theory
  - A course in theory and practice of coaching in a specific sport
6. Encourage coaches to start taking their coursework right away. Remember that only one temporary certificate is issued by the DOE, and it is nonrenewable.
7. SBBC offers the required coursework online, via in-service, from an approved plan with the American Sport Education Program (ASEP).
  - Register for courses at [www.asep.com](http://www.asep.com).
  - Click on Organization Requirements.
  - Click on “B”, “Broward County School District FL”.
  - Purchase courses and send printed receipt to Rocky(Roderick) Gillis for in-service course registration via email at [rgillis@browardschools.com](mailto:rgillis@browardschools.com). Be sure to include your personnel number, date of birth, and the school coaching location.
  - Complete courses, print completion certificates and evaluation, send to Rocky Gillis for awarding of in-service credit.
  - Apply online to the DOE for the five-year Athletic Coaching Certificate and send copy of valid CPR card or certificate.  
<http://www.fldoe.org/edcert/apply>.
  - Request district certification office send form CT-115. (District Verification for Completion of Approved In-Service) to the DOE. Request should be sent to [certificaationrequests@browardschools.com](mailto:certificaationrequests@browardschools.com).

**SCHOOL DISTRICT OF BROWARD COUNTY**

**TRANSFER OF COLLEGE CREDIT**

**COACHING ADD-ON / ENDORSEMENT**

1. Name \_\_\_\_\_
2. School \_\_\_\_\_
3. Social Security Number \_\_\_\_\_
4. State Department of Education Number \_\_\_\_\_

The attached college transcripts are submitted as part of the coaching endorsement program. These courses meet the requirements of the following component(s) in the approved Broward County for Athletic Coaching Add-On/Endorsement Program.

<u>Component/Title</u>	<u>College Course Title</u>
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____

**Supervisor** \_\_\_\_\_ **Date** \_\_\_\_\_

**Coordinator** \_\_\_\_\_ **Date** \_\_\_\_\_

**Participant's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**FOR USE BY PERSONNEL OFFICE**

\_\_\_\_\_ **No. Points Approved**                      **No. Points Not Approved**

**Comments:** \_\_\_\_\_

Date: \_\_\_\_\_ Director or Designee \_\_\_\_\_

**SCHOOL DISTRICT OF BROWARD COUNTY**  
**VERIFICATION OF INSERVICE POINTS**  
**FOR COACHING ADD-ON / ENDORSEMENT PROGRAM**  
**(TO BE SUBMITTED BY APPLICATION AFTER COMPLETION)**

1. Name \_\_\_\_\_
2. School \_\_\_\_\_
3. Social Security Number \_\_\_\_\_
4. State Department of Education Number \_\_\_\_\_
5. Points on File

Inservice Component

- |    |                  |       |
|----|------------------|-------|
| a. | Sports First Aid | _____ |
| b. | Sports Specific  | _____ |
| c. | Coaching Theory  | _____ |

College credit may be substituted for any of the above components for which the course descriptions match the Broward County Master Inservice Plan Components.

6. Verification of Requirements

<u>Points Required</u>	<u>Points Verified</u>	<u>Points Deficient</u>
Sports First Aid (60 points)		
Sports Specific (60 points)		
Coaching Theory (60 points)		
Total Required (180)		

7. Verification of CPR certification      FDH Approved Agency \_\_\_\_\_ Exp. Date \_\_\_\_\_  
 \_\_\_\_\_

Date

Office of Human Resource Development Verification

**FOR USE BY PERSONNEL OFFICE**

Status of Application:

\_\_\_\_\_ Sent to Florida Department of Education      \_\_\_\_\_ Returned for Additional Verification

Date \_\_\_\_\_

By \_\_\_\_\_

**APPENDIX B**  
**ATHLETIC COACHING**

**STAFF DEVELOPMENT COMPONENTS**

<b>Course Title</b>	<b>SBBC Component No.</b>	<b>(Dept. of Education) SDE Component No.</b>
Care and Prevention of Athletic Injury (Sports Medicine)	39107729	5 10 03 900
Sports Specific Component	39107730	5 10 09 900
Coaching Theory Component	39107728	5 10 10 900

## **XI. Program Forms**

- A. Process for clearance for athletic coaches not holding valid State of FL Temporary or Professional Certificate
- B. Transfer of College Credit
- C. Verification of Inservice Points
- D. Certificate Issuance Request