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## MCPS ATHLETICS

### SUPERVISION ACTION PLAN

February 2019

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Following is an action plan enhancing the supervision of student-athletes across the Montgomery County Public Schools (MCPS) athletics program. Athletic directors and coaches are expected to know and effectively implement strategies that will ensure the appropriate supervision of student-athletes before, during, and after athletic contests, practices, and team activities. This includes appropriate supervision of locker rooms and team rooms.

#### **Rationale**

Coaches and athletic directors shall promote the core values of MCPS athletics and ensure safe competition and participation for all student-athletes. This includes implementing systems and procedures that ensure that facilities are supervised and safe, while setting expectations for student-athletes and parents to support the supervision plan.

#### **Roles & Responsibilities**

An effective supervision plan requires the coordinated efforts of administrators, athletic directors, coaches, student-athletes, parents/guardians, and other school staff members. The roles and responsibilities of each group are summarized below:

##### Administrators

- Ensure that all head coaches have completed the *Supervision Plan Template* prior to the start of each season.
- Collaborate with athletic directors and provide necessary supports to ensure appropriate supervision of student-athletes.

##### Athletic Directors

- Educate coaches, student-athletes, parents and other appropriate stakeholders of their roles and responsibilities regarding supervision and security.
- Ensure that all head coaches have completed the *Supervision Plan Template* prior to the start of each season.

##### Coaches

The *MCPS High School Athletics Handbook* states that coaches are expected to “provide for effective locker room supervision prior to and after practices and contests.” In this regard, coaches are expected to:

- Inform parents of rules and expectations regarding supervision of student-athletes prior to and after practices and contests.

- Ensure that student-athletes have viewed the *MCPS Health & Safety PowerPoint*, which includes information regarding *Promoting a Positive Culture* and the harmful effects of bullying, hazing, harassment, and abuse.
- Provide for effective locker room supervision and security prior to and after practices and contests
- Accompany teams to all team activities and remain until the event is over and all team members have left school property. If the team is returning to their home school, the coach must accompany them. A visiting team shall not be allowed into a locker room or allowed to begin to warm up unless accompanied by a coach or appropriate school representative.
- Submit the attached *Supervision Plan Template* to the athletic director prior to the start of the season.

#### Student-Athletes

- Receive and review information included in the *MCPS Health & Safety PowerPoint*, which includes information regarding *Promoting a Positive Culture* and the harmful effects of bullying, hazing, harassment, and abuse.
- Exhibit behavior consistent with the expectations outlined in the *MCPS Code of Conduct* and consistent with the R.A.I.S.E. core values of MCPS athletics.
- Report immediately observed behaviors that are not consistent with the *MCPS Code of Conduct* or R.A.I.S.E. core values using appropriate MCPS procedures.

#### Parents/Guardians

- Review information included in the *MCPS Health & Safety PowerPoint*, which includes information regarding *Promoting a Positive Culture* and the harmful effects of bullying, hazing, harassment, and abuse.
- Respect drop-off and pick-up times established prior to the season and engage in ongoing communication with the coach regarding unforeseen emergencies

#### **Supervision**

The MCPS High School Athletics Handbook states the following regarding the supervision of student-athletes:

“A coach or athletic director responsible for the conduct of the team must accompany teams/squads to all contests and must remain until the event is over and all team members have left school property. If the team is returning to their home school, the coach must accompany them. A visiting team shall not be allowed into a locker room or allowed to begin to warm up unless accompanied by a coach or appropriate school representative.”

Coaches are paid for one hour of locker room supervision per day in their stipend. Coaches and athletic directors work collaboratively to ensure that locker rooms and other areas are appropriately supervised. Principals and activity sponsors are expected to implement supervision plans to ensure that students and school buildings are adequately supervised.

Moving forward, the *MCPS Athletics Supervision Plan* will provide a foundational basis for implementing safe and effective supervision during after school hours. The plan includes guiding principles, best practices, and provides a uniform plan template for coaches and activity sponsors.

## Factors to Consider

Following are factors to consider when designing an effective after school supervision plan:

- Schedules of coaches after school – some coaches may teach middle or elementary school or may be emergency coaches coming later in the day
- Available facilities – identify the facilities that are available to students and teams after school. Any available facilities must be supervised; unused facilities should be locked and secured.
- Coordination of practices between junior varsity/varsity teams and boys’/girls’ teams – when one team practices later, appropriate accommodations have been made to the supervision plan.
- Teams with coaches of the opposite gender of students – define protocol and plan for accommodating for appropriate supervision

## Supervision Fundamentals

Following are some fundamentals of supervision and security in regard to after school athletic activities:

- A supervision plan, using the *MCPS Supervision Plan Template* must be established by each coach prior to the season and approved by the athletic director and principal
- Students must be supervised before, during, and after all team activities
- Coaches and athletic department personnel should not provide keys to students to gain unsupervised access to facilities
- Unused facilities must be locked when not in use, including team rooms and locker rooms
- Supervision includes using presence, vision and hearing in locker rooms and team rooms. Coaches are expected to monitor and move through both facilities to ensure appropriate behaviors and immediately report and address any issues that may arise.
- A finite, small window of time should be available when students are changing and using locker rooms and team rooms
- Supervision plans must be communicated to parents/guardians at the mandatory preseason parent meeting
- Athletic departments are encouraged to work collaboratively with security and building services staffs to implement supervision plans and secure facilities

## Locker rooms and Team Rooms

Following are guiding principles and best practices regarding the appropriate supervision of student-athletes in locker rooms and team rooms:

- Locker rooms and team rooms shall remained locked and secure when not in use
- Students shall only access locker rooms and team rooms under the direct supervision of the coach or other designated, certified staff member. Note that volunteer coaches may not be alone with students at any time and must be under the direct supervision of a stipend coach.
- Coaches and athletic departments should designate specific supervised time windows when team rooms are open in the morning and afternoon hours for student-athletes to change and/or manage equipment. Times should be communicated to student-athletes and parents/guardians and posted in the locker room area.

- Each athlete should have access to a locker that includes a lock or possess a lock to use on lockers
- Coaches are compensated for locker room supervision per stipend requirements outlined in the *MCPS Extracurricular Activities (ECA) Handbook* and are expected to fulfill these responsibilities on a daily basis.
- Following the use of a locker room or team room, the coach should sweep the area to ensure that all students have vacated the facility. The room shall be locked and secure.
- Doors should not be propped open to allow later and/or unsupervised access to locker rooms and/or team rooms. Coaches and athletic department personnel should inspect doors and appropriate areas for such occurrences.
- Students should not be provided unsupervised access to any athletic facilities, including locker rooms and team rooms. In this regard, students may not be given keys to gain access to unsupervised facilities.

### Late Practices & Game Days

Following are guiding principles and procedures regarding the management of late athletic practices and game days where there is an extended window of time between the end of the school day and an athletic event.

- Procedures and expectations regarding the management of late athletic practices and game days must be addressed in the *MCPS Supervision Plan Template*.
- Students who remain in the building after school prior to late practices and/or athletic contests must be under the direct supervision of the coach or appropriate adult staff member.
- Students may be directed to leave campus after school, if there are no supervised areas and/or activities during the time between the end of the school day and the practice/athletic contest. Students who leave campus during this time are no longer under the supervision of the coach and/or athletic department staff member.
- Following any team activity, including practices and contests, coaches are expected to wait until all students are picked up or leave campus. Coaches should clearly communicate schedules and expectations to parents/guardians and students.
- Designated areas should be established for students waiting to be picked up following practices and contests. Pick-up times and locations should be communicated to parents/guardians during the mandatory preseason parent meeting.

### **MCPS Supervision Plan Template**

The *MCPS Supervision Plan Template* outlines the after school supervision plan for each team. The plan shall be completed prior to the first day of practice prior to each season by the coach, signed, and submitted to the athletic director. Following submission, the plan will be approved by the principal and/or athletic director.



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## MCPS ATHLETICS SUPERVISION PLAN TEMPLATE

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The following template must be completed by each head coach and submitted to the principal and/or athletic director prior to the start of each season.

School: \_\_\_\_\_

Sport - Include Level: \_\_\_\_\_  
(Varsity, JV, or Combined)

Head Coach: \_\_\_\_\_

Year: \_\_\_\_\_

Practice Times (be specific): \_\_\_\_\_

### Pre-Practice Supervision Plan

For late practices or extended time between the end of the school day and the start of practice, a plan must be established for students to ensure appropriate supervision.

Responsible Staff: \_\_\_\_\_ Emergency Number: \_\_\_\_\_

Pre-practice locker room/team room times: \_\_\_\_\_

Supervision Plan:  
(boxes will expand as you type)

Locations:

Contingency Plan:

**Post-Practice Supervision Plan**

On practice days, this section outlines the logistics between the end of practice and the time that students leave campus or are picked up by a parent/guardian to ensure appropriate supervision.

Responsible Staff: \_\_\_\_\_ Emergency Number: \_\_\_\_\_

Post-practice locker room/team room times: \_\_\_\_\_

Supervision Plan:

Locations:

Contingency Plan:

**Pregame Supervision Plan**

On game days, this section outlines the logistics between the end of the school day and the start of a game to ensure appropriate supervision.

Responsible Staff: \_\_\_\_\_ Emergency Number: \_\_\_\_\_

Pre-game locker room/team room times: \_\_\_\_\_

Supervision Plan:

Locations:

Contingency Plan:

**Postgame Supervision Plan**

On game days, this section outlines the logistics between the end of a game and the time that students leave campus or are picked up by a parent/guardian to ensure appropriate supervision.

Responsible Staff: \_\_\_\_\_ Emergency Number: \_\_\_\_\_

Postgame locker room/team room times: \_\_\_\_\_

Supervision Plan:

Locations:

Contingency Plan:

**Other Logistical Information (as appropriate):**

\_\_\_\_\_  
Coach

\_\_\_\_\_  
Athletic Director

\_\_\_\_\_  
Principal