



**Department of
Education**

Chancellor Richard A. Carranza

TO: Athletic Directors, Principals, Borough/Citywide Offices Executive Directors, Borough/Citywide Offices Deputy Directors, HR Directors, Chief Executives and Heads of Offices

FROM: Public Schools Athletic League (PSAL)

DATE: February 2020

RE: New York State Education Department Regulations and New York City Department of Education Eligibility Requirements – PSAL Coaches

A. Summary of New York State Education Department Rules/Regulations:

The Public Schools Athletic League (PSAL), in collaboration with the Division of Human Capital and the Office of Labor Relations, has outlined the rules and regulations pursuant to the New York State Education Department (“NYSED”) requirements regarding all PSAL Athletic Coaches (head coach, assistant coach, etc.).¹ This memorandum defines the categories of employees who are eligible for coaching all PSAL activities and the requirements necessary to obtain and/or remain in coaching positions. Nothing in this memorandum shall constitute a modification of any provision of the Chancellor’s Regulations and/or relevant collective bargaining agreements. Please review [Chancellor's Regulation C-175](#) for guidance on per session activities.

B. Eligible Employees

The following NYCDOE employees are eligible to serve as PSAL coaches:

- NYSED certified physical education teachers
- Other NYSED certified teachers with coaching qualifications* (see below)
 - Teachers: all K-12 subjects (e.g. English, math, etc.); or NYSED Initial, Professional, Permanent, Internship/Transitional Certificates; NYSED Transitional B Certificate; Board of Examiners credential
- Pupil Personnel Providers*

¹ In the event of an inconsistency between this memorandum and NYSED regulations, the regulations shall control. The Department reserves the right to amend/modify this memo in a manner consistent with NYSED rules and regulations.

- Social Workers, School Psychologists, Guidance Counselors, Attendance Teachers
- School Supervisors*
 - Principals, Assistant Principals

*All NYSED certified teachers (except Physical Education Teachers)/Pupil Personnel Providers/School Supervisors must complete: (1) an approved course in Philosophy, Principles and Organization of Athletics in Education within two years from the date of initial appointment as a coach; (2) a course on Health Sciences Applied to Coaching within five years of appointment as a coach; and (3) also, within that same five years, complete a course on Theory and Techniques of Coaching the sport or sports for which he/she is appointed.²

All of the above employees must also have (1) current/valid first aid training; (2) current/valid adult CPR (minimum of 4 hours); (3) AED training; and (4) Concussion Protocol training prior to all coaching activities.

C. Ineligible Employees

The following employees are not eligible to serve in a PSAL coach activity:

- H Bank employees (e.g. Parent Coordinators, Community titles)
- E Bank employees (e.g. School Aides, Family Workers etc.)
- Per Diem substitute teachers
- Paraprofessionals
- Substitute Paraprofessionals
- Teaching Fellows whose Transitional B certification has not been issued by NYS
- Other supervisors (e.g. Education Administrators), administrative or managerial titles

The above-referenced employees are not eligible to work in a PSAL coach activity unless they have a NYSED teaching certificate and are otherwise eligible pursuant to Section B above.

D. Information/Questions

In the event a school/activity does not have an eligible employee (as defined above) to serve as the PSAL coach, please contact the PSAL at PSALCOACHINGINFO@schools.nyc.gov for assistance.

² A coach of a non-strenuous/non-contact sport (e.g. bowling, golf, table tennis, and badminton) is not required to take the Health Sciences Applied to Coaching and Theory and Techniques of Coaching courses.