



# STATE OF CONNECTICUT

Department of Education



TO: Superintendents of Schools  
Directors of Endowed and Incorporated Academies  
Directors of Regional Educational Service Centers  
Directors of Public Charter and Magnet Schools  
Personnel and Human Resource Directors  
Directors of Approved Private Special Education Facilities

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DATE: November 1, 2013

SUBJECT: Legislation Affecting Athletic Director Qualifications

On October 1, 2013, P.A. 13-41, An Act Concerning Hiring Standards for Athletic Directors, will become effective. The law defines the position of the athletic director, outlines qualifications for the athletic director, and provides a "grandfather clause" for individuals currently serving as athletic directors.

The following is meant to provide a brief overview of the legislation, specifically as it relates to job responsibilities and certification requirements for athletic directors.

The overall responsibilities of the athletic director as described in P.A. 13-41 are as follows:  
*"An athletic director administering the athletic program of a school or school district shall have the following responsibilities: (1) Ensuring that each athletic coach in the athletic program holds a coaching permit issued by the state board, (2) supervising and evaluating athletic coaches, pursuant to section 10-222e of the general statutes, as amended by this act, (3) supervising students participating in interscholastic athletics, (4) possessing knowledge and understanding of all rules and regulations of the governing authority for interscholastic athletics, (5) administering and arranging the scheduling of and transportation to athletic activities and events, (6) administering and arranging the hiring of officials, (7) ensuring a safe and healthy environment for all athletic activities and events, and (8) any other duties relevant to the organization and administration of the athletic program for the school or school district."*

The credentials required for the athletic director are contingent on the job responsibilities within the school or school district.

## School-Level Athletic Director

An individual hired on or after October 1, 2013, to serve as an athletic director for a school will need to hold either:

1. a certificate issued by the State Board of Education and a coaching permit; *or*
2. a certificate issued by a national athletics administrators association as approved by the Department of Education and a coaching permit. Currently, a Certified Athletic Administrator (CAA) certification from the National Interscholastic Athletic Administrators Association (NIAAA) has been approved to meet this requirement.

#### District or Multi-Schools Athletic Director

Athletic directors hired on or after October 1, 2013, for a school district or more than one school in a district, shall be required to hold either:

1. a certificate endorsed for intermediate administration or supervision and a coaching permit; or
2. a master certificate issued by a national athletic administrators association as approved by the Department of Education and a coaching permit. A Certified Master Athletic Administrator (CMAA) certificate from the NIAAA will meet this requirement.

Please note that any athletic director responsible for the evaluation of any school professional must hold a certificate endorsed for intermediate administration or supervision. School professionals are considered teachers, administrators or other personnel that are certified by the State Board of Education.

Individuals currently serving as athletic directors may continue serving in these positions as long as they hold the appropriate credentials for the position based upon current regulatory requirements. These regulations require that: an individual serving as an athletic director in a school with no supervisory responsibility must hold a coaching permit; an individual responsible for supervision of coaches must hold a Connecticut educator certificate and a coaching permit; and a person with districtwide responsibilities or responsibility for evaluation of certified staff must hold a certificate endorsed for intermediate administration or supervision and a coaching permit.

In addition, the legislation requires that the athletic director or the immediate supervisor of the athletic coaches evaluate the coaches on an annual basis and provide the coaches copies of these evaluations.

As always, we are appreciative of your efforts to ensure that all athletic directors and coaches are appropriately certified/permitted in order to provide the highest quality of service to Connecticut's student athletes.

NLP:dg