
GEORGIA



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HIGH SCHOOL ASSOCIATION

TO: GHSA Member Schools

FROM: Georgia High School Association

DATE: March 18, 2019

RE: Community coach packet of information attached

Please see the enclosed packet of 2020-2021 community coach forms and information. This entire packet needs to be given to your school Athletic Director.

This packet contains the following:

1. Instructions for completing the 2020-2021 Coaches Education Program online registration form
2. 2020-2021 Schedule of GHSA Coaches Education Program Courses
3. 2020-2021 Directions to Classes
4. Process for Becoming a Community Coach – School Information
5. Process for Becoming a Community Coach – Coach Information (Please be sure to give a copy of this to each coach registering for the course. This is important information for the coach. This document is also available on the GHSA website under Coaches/Ads and then click Lay Coaches Certification.)

If you have any questions, please do not hesitate to contact Julie Jones at 706-647-7473, extension 24.

GHSA Lay Coach Applications – School User’s Guide

Purpose

A form for submitting applications for individuals who wish to enroll in the GHSA Community Coach Certification program has now been added to the GHSA MIS website. Paper registration forms will no longer be sent to the schools. The AD at each school has been given access to the new form to submit applications on behalf of their school.

Instructions – Submitting an Application

In order to access the application form, click the “Lay Coach Applications” link:

The screenshot shows the 'Lay Coach Applications - ACE Charter' page. On the left, a sidebar lists various navigation options: Cheer Contracts, Contest Schedules, Forms (with a dropdown arrow), Football Spring Practice Survey (2018-2019), Open Meet Event Survey (2018-2019), Participation Survey (2017-2018), Pole Vault Facility Certification, Winter Season Activity Survey, Lay Coach Applications (circled in red), Rosters, School Directory Info, School Eligibility Roster, School Staff Roster, and Swimming/Diving POP. The main content area has a search bar labeled 'Find Applications' with a 'Last Name' input field. Below the input field, it says 'Show only matching last names (may be partial name)'. There are 'Find' and 'Reset' buttons. Below the search bar, it displays '0 Applications' and a 'Submit New Lay Coach Application' button. At the bottom, there is a table header with columns: Name, Application Date, Status, and Operations. Below the header, it says 'No Applications Found'.

The current list of applications submitted by your school will be displayed.

In order to submit a new application, click the "Submit New Lay Coach Application" link:

Lay Coach Applications - ACE Charter

▼ Find Applications

Last Name

Show only matching last names
(may be partial name).

0 Applications

[Submit New Lay Coach Application](#)

Name	Application Date	Status	Operations
No Applications Found			

The application form will then be displayed:

New Lay Coach Application

[Return to Applications](#)

School: ACE Charter

Lay Coach Info

First Name * **Middle** **Last ***

Address *

City * **State *** **Zip ***

Daytime Phone **Night Phone**

Email Address *

Last 4 Digits of SSN *

Is the applicant a registered GHSA Official/Referee? *

Enter all of the information in the Lay Coach Info section. A valid email address and at least one phone number are required.

In the next section, select from the schedules a choice of date and site for each course: Coaching Principles and Sport First Aid. Note: the deadline date for all classes is 30 days before the class is scheduled to start. Classes whose deadline date as passed will not appear on the schedule choices.

Course Schedule Preferences
 (Please indicate your choice of date and site for each course)

Coaching Principles *
 - Select -

Sport First Aid *
 - Select -

Background Check
 (A Background Check must be completed prior to registration. The form cannot be submitted without completing the information below)

I attest that a Background Check has been completed, is on file, and clears the applicant to attend class and to coach. *

Date of Background Check *

Registration Fee

Fee: \$325.00 (NON-REFUNDABLE). Please make check payable to GHSA. Check must be received in the GHSA office within two weeks from the date this application is submitted. Must be a school system check or money order - **Individual personal checks will not be accepted.**

The application will not be processed until the fee is received at the GHSA Office.

Note: a Deadline Date is printed on the Calendar of Class Offerings. This application and the fee payment must be received in the GHSA Office by the close of the business day on the deadline date.

I understand that the fee for this application must be received in the GHSA Office within two weeks of submission and the application will not be processed until the fee is received. *

Also, in this section, verify that a background check has been completed and is on file at the school for the applicant. Finally, note the instructions for payment of course fees. The check (or money order) for course fees must be received within two weeks from the date the application is submitted.

Once the form is completely filled out, press the Submit Application button at the bottom of the form.

After the form is submitted, you can click the Return to Applications link to return to the application list:

Lay Coach Applications - ACE Charter

▼ Find Applications

Last Name

Show only matching last names
 (may be partial name).

1 Applications

Submit New Lay Coach Application

Name	Application Date	Status	Operations
Doe, John	03/26/2018 8:46:38pm	Waiting for Principal Approval	edit approve

Note: changes can be made to the application while awaiting approval, but after the principal approves the application, no more updates are allowed.

The next step for a new application is for the school principal to approve the application. As the application is submitted, an email notification is sent to the principal's email address. You will note on the application list the status of a new application is "Waiting for Principal Approval". The application cannot be processed until the principal approves the application. Once this is done the status will change to: "Waiting for Fee Payment":

Lay Coach Applications - ACE Charter

▼ Find Applications

Last Name

Show only matching last names
(may be partial name).

1 Applications

[Submit New Lay Coach Application](#)

Name	Application Date	Status	Operations
Doe, John	03/26/2018 8:46:38pm	Waiting for Fee Payment	View

As the application is processed in the GHSA office and the applicant completes the coursework and testing, the status will be updated to reflect the latest information.



**SCHEDULE OF GHSA COACHES
EDUCATION PROGRAM
COURSES
2020-2021**

MAY COURSES: Deadline is April 15, 2020

PREPARE/FIRST AID

<u>DATE</u>	<u>SITE</u>	<u>TIME</u>
Wednesday May 6	Thomasville High School	6:00pm-10:00pm
Wednesday May 6	White County High School	6:00pm-10:00pm
Wednesday May 6	East Paulding High School	6:00pm-10:00pm
Wednesday May 6	ACE Academy, Macon	6:00pm-10:00pm
Thursday May 7	Athens Academy	6:00pm-10:00pm
Thursday May 7	Marist School	6:00pm-10:00pm
Thursday May 7	Pickens High School	6:00pm-10:00pm
Saturday May 9	East Coweta High School	9:00am-1:00pm
Saturday May 9	Whitefield Academy	9:00am-1:00pm
Tuesday May 12	Salem High School	6:00pm-10:00pm

PRINCIPLES FOR COACHING

<u>DATE</u>	<u>SITE</u>	<u>TIME</u>
Wed/Thurs May 13-14	Thomasville High School	6:00pm-10:00pm nightly
Wed/Thurs May 13-14	Pickens High School	6:00pm-10:00pm nightly
Wed/Thurs May 13-14	White County High School	6:00pm-10:00pm nightly
Wed/Thurs May 13-14	East Paulding High School	6:00pm-10:00pm nightly
Saturday May 16	ACE Academy, Macon	9:00am-5:00pm
Saturday May 16	Athens Academy	9:00am-5:00pm
Saturday May 16	East Coweta High School	9:00am-5:00pm
Tues/Wed May 19-20	Salem High School	6:00pm-10:00pm nightly
Tues/Wed May 19-20	Statesboro High School	6:00pm-10:00pm nightly
Tues/Wed May 19-20	Marist School	6:00pm-10:00pm nightly
Wed/Thurs May 20-21	Whitefield Academy	6:00pm-10:00pm nightly

JUNE COURSES: Deadline is May 13, 2020

PREPARE/FIRST AID

<u>DATE</u>	<u>SITE</u>	<u>TIME</u>
Saturday June 6	ACE Academy, Macon	9:00am-1:00pm
Tuesday June 9	Whitefield Academy	6:00pm-10:00pm
Tuesday June 9	Harris County High School	6:00pm-10:00pm
Tuesday June 9	East Paulding High School	6:00pm-10:00pm
Tuesday June 9	Pickens High School	6:00pm-10:00pm
Tuesday June 9	Evans High School, Augusta	6:00pm-10:00pm
Thursday June 11	Statesboro High School	6:00pm-10:00pm
Saturday June 13	East Coweta High School	9:00am-1:00pm
Tuesday June 16	Salem High School	6:00pm-10:00pm
Tuesday June 16	Athens Academy	6:00pm-10:00pm

PRINCIPLES FOR COACHING

<u>DATE</u>	<u>SITE</u>	<u>TIME</u>
Wed/Thurs June 17-18	Whitefield Academy	6:00pm-10:00pm nightly
Wed/Thurs June 17-18	Marist School	6:00pm-10:00pm nightly
Wed/Thurs June 17-18	East Paulding High School	6:00pm-10:00pm nightly
Wed/Thurs June 17-18	Pickens High School	6:00pm-10:00pm nightly
Saturday June 20	Statesboro High School	9:00am-5:00pm
Saturday June 20	Athens Academy	9:00am-5:00pm
Saturday June 20	Evans High School, Augusta	9:00am-5:00pm
Tues/Wed June 23-24	Salem High School	6:00pm-10:00pm nightly
Tues/Wed June 23-24	Harris County High School	6:00pm-10:00pm nightly
Saturday June 27	ACE Academy, Macon	9:00am-5:00pm
Saturday June 27	East Coweta High School	9:00am-5:00pm

JULY COURSES: Deadline is June 17, 2020

PREPARE/FIRST AID

	<u>DATE</u>	<u>SITE</u>	<u>TIME</u>
Tuesday	July 7	Dougherty High School	6:00pm-10:00pm
Tuesday	July 7	East Paulding High School	6:00pm-10:00pm
Tuesday	July 7	Salem High School	6:00pm-10:00pm
Wednesday	July 8	Athens Academy	6:00pm-10:00pm
Wednesday	July 8	Thomasville High School	6:00pm-10:00pm
Wednesday	July 8	Whitefield Academy	6:00pm-10:00pm
Thursday	July 9	Statesboro High School	6:00pm-10:00pm
Thursday	July 9	Marist School	6:00pm-10:00pm
Saturday	July 11	East Coweta High School	9:00am-1:00pm
Saturday	July 11	Evans High School, Augusta	9:00am-1:00pm

PRINCIPLES FOR COACHING

	<u>DATE</u>	<u>SITE</u>	<u>TIME</u>
Tues/Wed	July 14-15	Dougherty High School	6:00pm-10:00pm nightly
Tues/Wed	July 14-15	Thomasville High School	6:00pm-10:00pm nightly
Tues/Wed	July 14-15	Whitefield Academy	6:00pm-10:00pm nightly
Wed/Thurs	July 15-16	Salem High School	6:00pm-10:00pm nightly
Wed/Thurs	July 15-16	Marist School	6:00pm-10:00pm nightly
Saturday	July 18	Statesboro High School	9:00am-5:00pm
Saturday	July 18	Athens Academy	9:00am-5:00pm
Saturday	July 18	East Coweta High School	9:00am-5:00pm
Tues/Wed	July 21-22	East Paulding High School	6:00pm-10:00pm nightly
Tues/Wed	July 21-22	Evans High School, Augusta	6:00pm-10:00pm nightly

AUGUST COURSES: Deadline is July 16, 2020

PREPARE/ FIRST AID

<u>DATE</u>	<u>SITE</u>	<u>TIME</u>
Wednesday Aug. 5	Woodward Academy	6:00pm-10:00pm
Wednesday Aug. 5	Dougherty High School	6:00pm-10:00pm
Wednesday Aug. 5	Thomasville High School	6:00pm-10:00pm
Wednesday Aug. 5	East Paulding High School	6:00pm-10:00pm
Thursday Aug. 6	Athens Academy	6:00pm-10:00pm
Thursday Aug. 6	Marist School	6:00pm-10:00pm
Thursday Aug. 6	ACE Academy	6:00pm-10:00pm
Thursday Aug. 6	White County High School	6:00pm-10:00pm
Saturday Aug. 8	East Coweta High School	9:00am-1:00pm
Saturday Aug. 8	Evans High School, Augusta	9:00am-1:00pm
Tuesday Aug. 11	Salem High School	6:00pm-10:00pm
Tuesday Aug. 11	Statesboro High School	6:00pm-10:00pm
Tuesday Aug. 11	Harris County High School	6:00pm-10:00pm
Tuesday Aug. 11	Calvary Day School	6:00pm-10:00pm
Tuesday Aug. 11	Pickens County High School	6:00pm-10:00pm

PRINCIPLES FOR COACHING

<u>DATE</u>	<u>SITE</u>	<u>TIME</u>
Wed/Thurs Aug. 12-13	Dougherty High School	6:00pm-10:00pm nightly
Wed/Thurs Aug. 12-13	White County High School	6:00pm-10:00pm nightly
Wed/Thurs Aug. 12-13	Thomasville High School	6:00pm-10:00pm nightly
Saturday Aug. 15	ACE Academy	9:00am-5:00pm
Saturday Aug. 15	Woodward Academy	9:00am-5:00pm
Saturday Aug. 15	Athens Academy	9:00am-5:00pm
Saturday Aug. 15	Calvary Day School	9:00am-5:00pm
Saturday Aug. 15	Evans High School, Augusta	9:00am-5:00pm
Saturday Aug. 15	East Coweta High School	9:00am-5:00pm
Tues/Wed Aug. 18-19	Statesboro High School	6:00pm-10:00pm nightly
Tues/Wed Aug. 18-19	Marist School	6:00pm-10:00pm nightly
Tues/Wed Aug. 18-19	Pickens County High School	6:00pm-10:00pm nightly
Wed/Thurs Aug. 19-20	Harris County High School	6:00pm-10:00pm nightly
Wed/Thurs Aug. 19-20	East Paulding High School	6:00pm-10:00pm nightly

SEPTEMBER COURSES: Deadline is August 14, 2020

PREPARE/ FIRST AID

	<u>DATE</u>	<u>SITE</u>	<u>TIME</u>
Tuesday	Sept. 8	Whitefield Academy	6:00pm-10:00pm
Tuesday	Sept. 8	Dougherty High School	6:00pm-10:00pm
Tuesday	Sept. 8	East Paulding High School	6:00pm-10:00pm
Wednesday	Sept. 9	Marist School	6:00pm-10:00pm
Wednesday	Sept. 9	Calvary Day School	6:00pm-10:00pm
Wednesday	Sept. 9	Salem High School	6:00pm-10:00pm
Wednesday	Sept. 9	Athens Academy	6:00pm-10:00pm
Wednesday	Sept. 9	Harris County High School	6:00pm-10:00pm
Wednesday	Sept. 9	White County High School	6:00pm-10:00pm
Thursday	Sept. 10	Statesboro High School	6:00pm-10:00pm
Thursday	Sept. 10	ACE Academy, Macon	6:00pm-10:00pm
Thursday	Sept. 10	Woodward Academy	6:00pm-10:00pm
Saturday	Sept. 12	East Coweta High School	9:00am-1:00pm
Saturday	Sept. 12	Evans High School, Augusta	9:00am-1:00pm

PRINCIPLES FOR COACHING

	<u>DATE</u>	<u>SITE</u>	<u>TIME</u>
Saturday	Sept. 12	Calvary Day School	9:00am-5:00pm
Tues/Wed	Sept. 15-16	Dougherty High School	6:00pm-10:00pm nightly
Tues/Wed	Sept. 15-16	Marist School	6:00pm-10:00pm nightly
Tues/Wed	Sept. 15-16	East Paulding High School	6:00pm-10:00pm nightly
Tues/Wed	Sept. 15-16	White County High School	6:00pm-10:00pm nightly
Wed/Thurs	Sept. 16-17	Whitefield Academy	6:00pm-10:00pm nightly
Wed/Thurs	Sept. 16-17	Harris County High School	6:00pm-10:00pm nightly
Wed/Thurs	Sept. 16-17	Statesboro High School	6:00pm-10:00pm nightly
Saturday	Sept. 19	ACE Academy	9:00am-5:00pm
Saturday	Sept. 19	Woodward Academy	9:00am-5:00pm
Saturday	Sept. 19	Athens Academy	9:00am-5:00pm
Saturday	Sept. 19	East Coweta High School	9:00am-5:00pm
Saturday	Sept. 19	Evans High School, Augusta	9:00am-5:00pm
Tues/Wed	Sept. 22-23	Salem High School	6:00pm-10:00pm nightly

OCTOBER COURSES: Deadline is September 16, 2020

PREPARE/ FIRST AID

	<u>DATE</u>	<u>SITE</u>	<u>TIME</u>
Tuesday	Oct. 6	East Paulding High School	6:00pm-10:00pm
Tuesday	Oct. 6	Salem High School	6:00pm-10:00pm
Tuesday	Oct. 6	Dougherty High School	6:00pm-10:00pm
Wednesday	Oct. 7	Whitefield Academy	6:00pm-10:00pm
Wednesday	Oct. 7	Athens Academy	6:00pm-10:00pm
Wednesday	Oct. 7	Thomasville High School	6:00pm-10:00pm
Wednesday	Oct. 7	Calvary Day School	6:00pm-10:00pm
Wednesday	Oct. 7	ACE Academy, Macon	6:00pm-10:00pm
Wednesday	Oct. 7	Pickens High School	6:00pm-10:00pm
Wednesday	Oct. 7	Harris County High School	6:00pm-10:00pm
Thursday	Oct. 8	Statesboro High School	6:00pm-10:00pm
Thursday	Oct. 8	Marist School	6:00pm-10:00pm
Saturday	Oct. 10	East Coweta High School	9:00am-1:00pm

PRINCIPLES FOR COACHING

	<u>DATE</u>	<u>SITE</u>	<u>TIME</u>
Saturday	Oct. 10	Calvary Day School	9:00am-5:00pm
Tues/Wed	Oct. 13-14	Dougherty High School	6:00pm-10:00pm nightly
Tues/Wed	Oct. 13-14	Thomasville High School	6:00pm-10:00pm nightly
Tues/Wed	Oct. 13-14	Pickens High School	6:00pm-10:00pm nightly
Tues/Wed	Oct. 13-14	Statesboro High School	6:00pm-10:00pm nightly
Wed/Thurs	Oct. 14-15	Harris County High School	6:00pm-10:00pm nightly
Wed/Thurs	Oct. 14-15	Marist School	6:00pm-10:00pm nightly
Saturday	Oct. 17	ACE Academy, Macon	9:00am-5:00pm
Saturday	Oct. 17	East Coweta High School	9:00am-5:00pm
Saturday	Oct. 17	Athens Academy	9:00am-5:00pm
Tues/Wed	Oct. 20-21	Whitefield Academy	6:00pm-10:00pm nightly
Tues/Wed	Oct. 20-21	Salem High School	6:00pm-10:00pm nightly
Tues/Wed	Oct. 20-21	East Paulding High School	6:00pm-10:00pm nightly

NOVEMBER COURSES: Deadline is October 15, 2020

PREPARE/ FIRST AID

<u>DATE</u>		<u>SITE</u>	<u>TIME</u>
Thursday	Nov. 5	Woodward Academy	6:00pm-10:00pm
Thursday	Nov. 5	Salem High School	6:00pm-10:00pm
Thursday	Nov. 5	Athens Academy	6:00pm-10:00pm
Thursday	Nov. 5	East Paulding High School	6:00pm-10:00pm
Thursday	Nov. 5	White County High School	6:00pm-10:00pm
Thursday	Nov. 5	Westminster School	6:00pm-10:00pm
Saturday	Nov. 7	East Coweta High School	9:00am-1:00pm
Saturday	Nov. 7	Evans High School, Augusta	9:00am-1:00pm
Saturday	Nov. 7	Statesboro High School	9:00am-1:00pm
Tuesday	Nov. 10	Dougherty High School	6:00pm-10:00pm
Tuesday	Nov. 10	Marist School	6:00pm-10:00pm
Wednesday	Nov. 11	Harris County High School	6:00pm-10:00pm
Wednesday	Nov. 11	Calvary Day School	6:00pm-10:00pm
Wednesday	Nov. 11	ACE Academy, Macon	6:00pm-10:00pm

PRINCIPLES FOR COACHING

<u>DATE</u>		<u>SITE</u>	<u>TIME</u>
Saturday	Nov. 14	Woodward Academy	9:00am-5:00pm
Saturday	Nov. 14	Calvary Day School	9:00am-5:00pm
Saturday	Nov. 14	East Coweta High School	9:00am-5:00pm
Saturday	Nov. 14	Evans High School, Augusta	9:00am-5:00pm
Saturday	Nov. 14	Statesboro High School	9:00am-5:00pm
Tues/Wed	Nov. 17-18	Dougherty High School	6:00pm-10:00pm nightly
Tues/Wed	Nov. 17-18	Marist School	6:00pm-10:00pm nightly
Tues/Wed	Nov. 17-18	East Paulding High School	6:00pm-10:00pm nightly
Wed/Thurs	Nov. 18-19	Salem High School	6:00pm-10:00pm nightly
Wed/Thurs	Nov. 18-19	Harris County High School	6:00pm-10:00pm nightly
Wed/Thurs	Nov. 18-19	White County High School	6:00pm-10:00pm nightly
Wed/Thurs	Nov. 18-19	Westminster School	6:00pm-10:00pm nightly
Saturday	Nov. 21	ACE Academy, Macon	9:00am-5:00pm
Saturday	Nov. 21	Athens Academy	9:00am-5:00pm

JANUARY COURSES: Deadline is December 3, 2020

PREPARE/ FIRST AID

<u>DATE</u>		<u>SITE</u>	<u>TIME</u>
Thursday	Jan. 7	Marist School	6:00pm-10:00pm
Thursday	Jan. 7	East Paulding High School	6:00pm-10:00pm
Thursday	Jan. 7	Statesboro High School	6:00pm-10:00pm
Thursday	Jan. 7	Athens Academy	6:00pm-10:00pm
Thursday	Jan. 7	Westminster School	6:00pm-10:00pm
Saturday	Jan. 9	East Coweta High School	9:00am-1:00pm
Saturday	Jan. 9	Evans High School, Augusta	9:00am-1:00pm
Tuesday	Jan. 12	Woodward Academy	6:00pm-10:00pm
Tuesday	Jan. 12	White County High School	6:00pm-10:00pm
Wednesday	Jan. 13	Salem High School	6:00pm-10:00pm
Wednesday	Jan. 13	Whitefield Academy	6:00pm-10:00pm
Wednesday	Jan. 13	Thomasville High School	6:00pm-10:00pm
Wednesday	Jan. 13	Dougherty High School	6:00pm-10:00pm
Wednesday	Jan. 13	Harris County High School	6:00pm-10:00pm
Wednesday	Jan. 13	Calvary Day School	6:00pm-10:00pm
Wednesday	Jan. 13	ACE Academy, Macon	6:00pm-10:00pm
Wednesday	Jan. 13	Pickens High School	6:00pm-10:00pm

PRINCIPLES FOR COACHING

<u>DATE</u>		<u>SITE</u>	<u>TIME</u>
Saturday	Jan. 16	Calvary Day School	9:00am-5:00pm
Saturday	Jan. 16	East Coweta High School	9:00am-5:00pm
Saturday	Jan. 16	Statesboro High School	9:00am-5:00pm
Saturday	Jan. 16	ACE Academy, Macon	9:00am-5:00pm
Saturday	Jan. 16	Evans High School, Augusta	9:00am-5:00pm
Tues/Wed	Jan. 19-20	Marist School	6:00pm-10:00pm nightly
Tues/Wed	Jan. 19-20	White County High School	6:00pm-10:00pm nightly
Tues/Wed	Jan. 19-20	Thomasville High School	6:00pm-10:00pm nightly
Wed/Thurs	Jan. 20-21	Pickens High School	6:00pm-10:00pm nightly
Wed/Thurs	Jan. 20-21	East Paulding High School	6:00pm-10:00pm nightly
Wed/Thurs	Jan. 20-21	Dougherty High School	6:00pm-10:00pm nightly
Wed/Thurs	Jan. 20-21	Harris County High School	6:00pm-10:00pm nightly
Wed/Thurs	Jan. 20-21	Whitefield Academy	6:00pm-10:00pm nightly
Wed/Thurs	Jan. 20-21	Salem High School	6:00pm-10:00pm nightly
Wed/Thurs	Jan. 20-21	Westminster School	6:00pm-10:00pm nightly
Saturday	Jan. 23	Woodward Academy	9:00am-5:00pm
Saturday	Jan. 23	Athens Academy	9:00am-5:00pm

FEBRUARY COURSES: Deadline is January 13, 2021

PREPARE/ FIRST AID

<u>DATE</u>	<u>SITE</u>	<u>TIME</u>
Tuesday Feb. 9	East Paulding High School	6:00pm-10:00pm
Tuesday Feb. 9	Salem High School	6:00pm-10:00pm
Tuesday Feb. 9	Whitefield Academy	6:00pm-10:00pm
Wednesday Feb. 10	Harris County High School	6:00pm-10:00pm
Wednesday Feb. 10	White County High School	6:00pm-10:00pm
Wednesday Feb. 10	Woodward Academy	6:00pm-10:00pm
Wednesday Feb. 10	Westminster School	6:00pm-10:00pm
Thursday Feb. 11	Marist School	6:00pm-10:00pm
Thursday Feb. 11	ACE Academy, Macon	6:00pm-10:00pm
Thursday Feb. 11	Statesboro High School	6:00pm-10:00pm
Saturday Feb. 13	Evans High School, Augusta	9:00am-1:00pm
Saturday Feb. 13	East Coweta High School	9:00am-1:00pm
Wednesday Feb 17	Calvary Day School	6:00pm-10:00pm

PRINCIPLES FOR COACHING

<u>DATE</u>	<u>SITE</u>	<u>TIME</u>
Tues/Wed Feb. 16-17	Salem High School	6:00pm-10:00pm nightly
Tues/Wed Feb. 16-17	Statesboro High School	6:00pm-10:00pm nightly
Tues/Wed Feb. 16-17	Whitefield Academy	6:00pm-10:00pm nightly
Wed/Thurs Feb. 17-18	Harris County School	6:00pm-10:00pm nightly
Wed/Thurs Feb. 17-18	Marist School	6:00pm-10:00pm nightly
Wed/Thurs Feb. 17-18	White County High School	6:00pm-10:00pm nightly
Saturday Feb. 20	ACE Academy, Macon	9:00am-5:00pm
Saturday Feb. 20	Calvary Day School	9:00am-5:00pm
Saturday Feb. 20	East Coweta High School	9:00am-5:00pm
Saturday Feb. 20	Evans High School, Augusta	9:00am-5:00pm
Tues/Wed Feb. 23-24	East Paulding High School	6:00pm-10:00pm nightly
Tues/Wed Feb. 23-24	Woodward Academy	6:00pm-10:00pm nightly
Tues/Wed Feb. 23-24	Westminster School	6:00pm-10:00pm nightly

Directions To Classes (2020-2021)



ACE ACADEMY

5665 New Forsyth Road, Macon, GA (478) 238-5757

From I-75 North or South, take the Bass Road exit. If you exit from the north, turn left onto Bass Road – If you exit from the south, turn right onto Bass Road. Follow this road to a caution light past a McDonald's on the left. This is the intersection of Bass and New Forsyth. Turn left onto New Forsyth and go approximately .4 miles. You will see the school sign on the road. Park in the front of the school. The classes will be in the dining hall.

ATHENS ACADEMY

1281 Spartan Lane - Athens, GA (706) 549-9225

FROM ATLANTA: Take I-85 North past Gwinnett Place Mall to Rt. 316 and follow 316 for 40 miles all the way to the Athens By-Pass Loop 10. Look for the UGA Stadium exit sign. Merge right onto the Athens By-Pass (Loop 10) and take the next exit, #4, to Watkinsville/Madison (441S). Turn right onto Macon Highway (441S). At the third light, take a left onto Spartan Lane. The school is one-half mile on the left – 1281 Spartan Lane. Enter campus and turn left. The class will take place in the Science & Art Building, which is the first building on the left.

FROM THE NORTH: Take the 441S By-Pass (left turn under the bridge) and follow signs to Watkinsville. Take exit, #4 South, and loop around towards Watkinsville/Madison (441S). At the third light, take a left onto Spartan Lane. The school is one-half mile on the left – 1281 Spartan Lane. Enter campus and turn left. The class will take place in the Science & Art Building, which is the first building on the left.

FROM THE SOUTH: Take 441N. About one mile past Hog Mountain Road (which is on the left), take a right onto Spartan Lane. The school is one-half mile on the left – 1281 Spartan Lane. Enter campus and turn left. The class will take place in the Science & Art Building, which is the first building on the left.

CALVARY DAY SCHOOL

4625 Waters Avenue – Savannah, GA (912) 644-5080

The class is located in Bldg. H –
Room #117

ENTERING SAVANNAH FROM GA-25 CONN: Go east on GA-25 Conn.W. Bay St. toward Fahm Street. Continue to follow W. Bay St. W. Bay St. becomes General McIntosh Blvd. Turn left onto E. President St. Turn slight left to take the Truman Pkwy. Merge onto Harry Truman Pkwy. Take the Delesseps Avenue ramp. Turn right onto Delesseps Ave. Turn left onto Waters Avenue.

ENTERING SAVANNAH FROM I-16 E/GA-404E: Merge onto GA-21 S via Exit 164A. Turn left onto Waters Avenue.

DOUGHTERY HIGH SCHOOL

1800 Massey Drive – Albany, GA (229-431-3310)

Dougherty High School is located off Oglethorpe Blvd. (Highway 82 Business)

Traveling 82 West - turn left at McDonald's (Thornton Drive) stay on Thornton Drive to Pearce Avenue. Turn left on Pearce Avenue. Dougherty is on the left.

Traveling 82 East – turn right at McDonald's on Thornton Drive. Stay on Thornton Drive to Pearce Avenue. Turn left on Pearce Avenue. Dougherty is on the left.

Traveling Highway 19 South/North Exit – Oglethorpe Blvd. East Highway 520/82 Exit 2-A – Turn right at McDonald's on Thornton Drive. Stay on Thornton Drive to Pearce Avenue. Turn left on Pearce Avenue. Dougherty is on the left.

EAST COWETA HIGH SCHOOL
400 McCollum Sharpsburg Road – Sharpsburg, GA (770) 254-2850

Exit I-85 (South of Atlanta) at Exit 51
If going Northbound, turn right on Hwy. 154 and proceed to school (about 7 miles)
If going Southbound, turn left on Hwy. 154 and proceed to school (about 7 miles)

Enter Gate 4 on school campus and proceed to bus loading area in rear of school. Look for posted signs directing you to class.

EAST PAULDING HIGH SCHOOL
3320 East Paulding Drive – Dallas, GA (770) 445-5100

Classes are held in the Media Center.

FROM ATLANTA/MARIETTA:

Take I-75 north to South Marietta Loop – exit west toward Southern Polytechnic. Travel west. After going under large Railroad Bridge, turn right at light. At the 2nd light, turn left (west) onto Whitlock Ave. (This is also Hwy. 120). Travel west about 10 miles. The road widens and changes name to Dallas Hwy. It is still 120. Immediately after entering Paulding County, turn right at light at Merchant's Square Shopping Center onto East Paulding Drive. East Paulding High School is about 1 mile on left.

FROM CARROLLTON/VILLA RICA:

Travel north on Hwy.61 through Villa Rica towards Dallas. When you reach 278 turn right and travel east to the second light. Turn left on Marietta Highway (120). Travel to the third traffic light and turn left on Hwy. 92. At next traffic light turn left on East Paulding Drive. East Paulding High School will be on the left.

EVANS HIGH SCHOOL
4550 Cox Road – Evans, GA 30809-3402 (706-863-1198)

From I-20 (Westbound) – Take Exit 194 – Belair Road/Dyess Parkway. Turn right from off ramp onto Belair Road. Proceed 1.8 miles to Cox Road. Turn left onto Cox Road at the traffic signal. Proceed 0.2 miles to Evans High School on the left.

From I-20 (Eastbound) – Take Exit 194 – Belair Road/Dyess Parkway. Turn left from off ramp onto Belair Road. Proceed 2 miles to Cox Road. Turn left onto Cox Road at the traffic signal. Proceed 0.2 miles to Evans High School on the left.

HARRIS COUNTY HIGH SCHOOL
8281 Georgia Highway 116, Hamilton, GA 31811

DIRECTIONS FROM NORTH: Take I-185 South. Take exit 25 and turn left onto Hwy. 116. Travel approximately 8 miles. The school will be on the left. Park in the front parking lot.

DIRECTIONS FROM SOUTH: Take I-185 North. Take Exit 25 and turn right onto Hwy. 116. Travel approximately 8 miles. The school will be on the left. Park in the front parking lot.

MARIST SCHOOL
3790 Ashford-Dunwoody Road, NE – Atlanta, GA (770) 457-7201

Classes are held in the Centennial Center/Gym (near the stadium).

From I-285 East OR West, take Exit #29 onto Ashford Dunwoody Road. Head south towards Atlanta, away from Perimeter Mall. Marist is located approximately 1.0 miles inside I-285 on the right side.

From I-75, take I-285 East to Exit #29. Turn right onto Ashford-Dunwoody Road, away from Perimeter Mall. Marist is located approximately 1.0 mile inside I-285 on the right side.

From Buckhead, take Peachtree Road North. Turn left onto Ashford-Dunwoody Road, go approximately 0.9 miles. Bear left at 1st light, right at 2nd light, stay on Ashford-Dunwoody Road, go approximately 0.8 miles. The entrance to Marist School will be on the left at the stop light. The class is held in the Centennial Center/Gym.

PICKENS HIGH SCHOOL
500 Dragon Drive – Jasper, GA (706) 253-1800

From North: Take GA-5 S/GA-515 W. Continue on Hwy.53 E / W Church St. Drive to Dragon Drive.

From South (Atlanta Area): Head northeast on I-575 N. Continue onto GA-5N/GA-515E – Sharp right turn onto Free Hope Church Rd./Worley Crossroads. Turn left onto Canton Rd. Continue onto Hwy. 53W and turn right onto Dragon Drive.

SALEM HIGH SCHOOL
3551 Underwood Road – Conyers, GA (770) 929-0176

Take I-20 to exit 82 (Conyers). If you are coming from Atlanta, turn right onto Hwy 138/Hwy 20 north; from Augusta, turn left. Turn left onto Old Salem Road (at the Checker's) and travel approximately 3 miles to the traffic light at Underwood Road. Turn right onto Underwood Road. Travel approximately 1 mile and then turn right into the Salem parking lot. Drive past the front of the school and make the first left turn. Enter building through Door 11.

STATESBORO HIGH SCHOOL
10 Lester Road – Statesboro, GA (912) 489-8751

Exit I-16 at Exit #127 – Take Highway 67 Northbound until you get to Statesboro. Turn right on Veteran's Memorial By-Pass. Turn left at Highway 80 – at the third traffic light, turn right on Lester Road. Use the school entrance in front of the football stadium. This entrance will take you directly to the Media Center where the classes held.

THOMASVILLE HIGH SCHOOL
315 S. Hansell Street - Thomasville, GA 31792 (229) 225-2634

Park in the front parking lot. Enter the school through the main doors and you will see a set of double doors. Go through the double doors to the cafeteria where the class will be held.

From US Highway 84 West: Continue on US Highway 84 until it becomes Smith Avenue. Turn right onto S. Hansell Street. Once on S. Hansell continue 0.28 miles until you arrive at Thomasville High School.

From US Highway 319 South: When entering Thomasville, 319 S will run into E. Jackson Street. Continue straight for 2.1 miles and turn left at Hansell Street. Once on Hansell Street go 0.19 miles and turn left at the second entrance.

From 19 South: Turn right onto E. Jackson Street/GA-35. Continue straight 2.1 miles and turn left at Hansell Street. Once on Hansell Street go 0.19 miles and turn left at second entrance.

From 19 North: Turn left onto E. Jackson Street/GA-35. Continue straight for 2.1 miles and turn left at Hansell Street. Once on Hansell Street go 0.19 miles and turn left at second entrance. From GA-122 – Upon entering Thomasville, GA-122 becomes Remington Avenue. Continue straight for 1.68 miles and then turn right to continue on Remington Avenue for .24 miles. Take second right onto S. Hansell Street and continue 0.9 miles. Thomasville High School will be on your right.

WESTMINSTER SCHOOL
1424 West Paces Ferry Road – Atlanta, GA (404) 355-8673

Classes will be held in Gerdes Classroom at Turner Gym.

Traveling north on I-75: Take exit 255 for US-41/Northside Pkwy. toward W. Paces Ferry Rd. Use the left two lanes to turn left onto US-41/Northside Pkwy. Turn left onto West Paces Ferry Rd., NW

Traveling south on I-75: Take exit 255 for W. Paces Ferry Rd. toward US-41/Northside Pkwy. Turn right onto West Paces Ferry Rd. NW

WHITE COUNTY HIGH SCHOOL
2600 Highway 129 North, Cleveland, GA 30528 (706) 865-2312

We are located at 2600 North Hwy. #129, Cleveland, Georgia. Approximately 3 miles north from the town square on Hwy #129.

WHITEFIELD ACADEMY
1 Whitefield Drive, Mableton, GA 30126 (678) 305-3000

Go to the entrance of the main
gymnasium for directions on
where the class will be held.

*****If using a GPS, please be sure to spell Whitefield with the "e".*****

From I-285 (Northwest Atlanta):

Exit onto South Cobb Drive from I-285. Drive North on South Cobb Dr. Turn left at the first intersection, Highland Pkwy. Once on Highland Pkwy., turn left at the first light, which is Oakdale Rd. Travel .6 miles on Oakdale, then turn right onto Buckner Rd. Travel .5 miles on Buckner. The entrance to Whitefield will be on your right.

From the East-West Connector:

From West Cobb driving East on the East-West Connector pass through the Covered Bridge Historic District and turn right at the third light which is Highlands Ridge. When Highlands Ridge dead ends, turn left onto Highlands Pkwy. The first stoplight on Highlands Pkwy. is at Oakdale Rd. Turn right onto Oakdale. Travel .6 miles on Oakdale, then turn right onto Buckner Rd. Travel .5 miles on Buckner. The entrance to Whitefield will be on your right.

From West Paces Ferry at I-75:

Take West Paces Ferry Rd. west (away from I-75) and turn right onto Paces Ferry. Take Paces Ferry across the Chattahoochee River and turn left onto Woodland Brook. Take Woodland Brook to its end and turn right onto Log Cabin. Once on Log Cabin turn left onto North Church. Take North Church across Atlanta Rd. and when it ends turn right onto Church. Church passes under I-285 and ends at a stoplight at South Cobb Dr. Turn left onto South Cobb Dr. and immediately turn right onto Highlands Pkwy. Once on Highland Pkwy. turn left at the first light, which is Oakdale Rd. Travel .6 miles on Oakdale, then turn right onto Buckner Rd. Travel .5 miles on Buckner. The entrance to Whitefield will be on your right.

WOODWARD ACADEMY
1576 Walker Avenue – College Park, GA 30337 (404-765-4050)

- From I-85 coming South, take the Virginia Avenue exit (exit 73). Go right off the exit ramp onto Virginia Ave. At the second stop light turn right onto Madison Street. Go to the third stop sign and turn left onto Walker Ave. Enter into the Dobbs Gymnasium parking lot on your left at the second gated entrance.
- From I-85 coming North, take the Virginia Avenue West exit (Exit 73B). Go right and proceed on Virginia Ave. At the fourth stop light turn right onto Madison Street. Go to the third stop sign and turn left onto Walker Ave. Enter into the Dobbs Gymnasium parking lot on your left at the second entrance.

**PROCESS FOR BECOMING A COMMUNITY COACH
(2020-2021 SCHOOL YEAR)**

SCHOOL INFORMATION

NEW RULE:

The GHSA requires that all community coaches attend the "PREPARE/Sport First Aid" and the "Principles for Coaching" classes and complete the exams within 60 days of their class date. Prospective coaches are not allowed to coach until after they have attended both classes and both exams have been successfully completed. Please be sure your coach is aware of these rules.

PLEASE DO NOT HAVE COMMUNITY COACHES CALL THE GHSA OFFICE REQUESTING SCHEDULE CHANGES, GHSA PASSES, ETC. GHSA ENCOURAGES ALL COMMUNICATIONS BE BETWEEN THE SCHOOL AND OUR OFFICE.

IMPORTANT: Community coach registrations will be entered online by the schools. The class rosters for the instructors will be pulled from these entries. These entries will also be exported to the Principles for Coaching testing module and other reports/rosters. Please be careful of typo's (especially in the SSN) and be sure the information is correct before submitting them to the GHSA office.

Please try to obtain your coaches and register them by the **published registration deadline dates**. If you are unsure of these dates please look on the Schedule of Classes sent with your community coach packet or go to the GHSA website (www.ghsa.net) and click on Coaches/ADs and then click Lay Coach Certification.

Remember that monitoring the coach's progress through the course is the school's responsibility. If there are questions, please call Julie Jones at 706-647-7473, ext. 24. Again, please do not ask your community coach to contact our office. We respectfully request that all communications be between the school and the GHSA office.

- The Principal agrees to utilize the prospective coach as a community coach (assistant coach only) during the 2020-2021 school years in accordance with the GHSA Constitution and By-Laws. All of the information regarding the training program **MUST** be shared with the prospective community coach.
- All community coaches are required to meet all policies and regulations in accordance with the GHSA Constitution and By-Laws. The GHSA strongly recommends all community coach prospects be 21 years of age or older.
- Community coach background checks are required by the Georgia Professional Standards Commission. Therefore, background checks **MUST** be completed and on file with the school **BEFORE** completing the online CEP registration form and submitting it to the GHSA. This background check is the school's responsibility and is to adhere to the school's background check policy. Failure to comply with this rule will be considered a violation of policy and your school may be subject to a fine and a report will be filed with the Georgia Professional Standards Commission. **The background information on the registration form MUST be complete or the online registration will be denied.** All community coaches must be signed to a written "agreement to coach." This is to be kept on file at the school along with the background check. It is strongly recommended that a personnel file be created on each community coach.
- The Principal/Athletic Director completes an online registration form and submits it to the GHSA office on behalf of the community coach prospect. The school check or money order for \$325.00 must be mailed to the GHSA office within two weeks of registering your coach. (We are not set up for credit card payments.) **PLEASE BE SURE TO INCLUDE THE COACH'S NAME ON THE CHECK/MONEY ORDER OR ATTACH A COPY OF THE REGISTRATION TO THE CHECK BEFORE MAILING.** The registration form must be complete before mailing the check to the GHSA office.
- When the online registration is approved and processed an automatic confirmation email will be sent to the school and to the community coach. This email will have the date and location of the classes the coach is registered to attend. It is the school's responsibility to be sure your coach knows the class dates and locations that he/she is scheduled to attend. Any coach trying to attend a class they are not scheduled to attend subjects your school to a fine.
- **THE REGISTRATION MATERIAL MUST BE submitted online BY THE CLOSE OF BUSINESS ON THE DEADLINE DATE. The online registration program will not allow registrations to be entered after the registration deadline date.**
- Schools **are not** to contact community coach instructors requesting late entries into their classes. For any help with community coach issues or requests always contact the GHSA office only.
- Any shifts in dates and/or sites **MUST** be done with the approval of the school Principal or Athletic Director. Once they approve this with their prospective community coach, then they must submit the request **IN WRITING** to the GHSA office for their approval. **Once again, please do not ask your prospective community coach to contact our office.**

- **Persons ARE NOT to be sent to classes without prior proper registration with the GHSA office. Violation of this rule may subject your school to a fine.** Course Instructors will NOT allow anyone to enter their class if their name is not on the class roster issued to them by the GHSA office.
- The community coach course consists of two classes – a “PREPARE/First Aid” class (a 4-hour class) and a “Principles for Coaching” course (an 8-hour class). Each coach must attend the two classes and complete the two exams with passing score (80 or above) to become certified to coach. He/she cannot coach until certification is complete. Exams are not done in the class, but are to be done by the coach on his/her own time.
- Prospective coaches have ample time **(60 days)** to attend course classes and complete both exams before they are needed to coach. **Please remember the 60-day time limit on course requirements.**
- The prospective coach must arrive for the course on time and is to remain for the entire session in order to receive credit for the course. Instructors will not allow the prospective coach to take the course if they arrive 15 (or more) minutes late for a session.
- At the classes, the prospective coach will receive text materials and instruction sheets explaining the procedures for taking the two online exams. **(Prospective community coaches are allowed 60 days from their class date to complete both exams or they will be disqualified from coaching.)** The “PREPARE/First Aid” exam can be taken online and is graded and processed through NCSS. The “Principles for Coaching” exam can be taken online and is graded and processed through GHSA.
- A grade of 80% or more is required to successfully pass each exam. If the prospective coach does not pass any one of the examinations, he/she is required to retake the exam until a passing grade is achieved. This must be done within the 60-day time limit. When taking the exams online, exam scores are shown at the end of the test. A “PREPARE/First Aid” Certificate of Completion will automatically be printed when the exam is successfully completed.

A “Principles for Coaching” Certificate of Completion will automatically be printed when the exam is successfully completed. The coach is then to supply the school **copies** of both certificates as proof of their certification to coach. The original certificates should be kept in a safe location by the coach for future use.

- If a prospective coach does not pass the GHSA “Principles for Coaching” examination, he/she and the school will receive notification. After receiving the re-testing fee of \$25 (school system check or money order **ONLY**) the re-take exam will be made available online for the coach. The prospective coach is required to retake the exam until a passing grade is achieved.
- The prospective coach may not do any coaching until he/she attends the two classes and successfully passes the two (2) tests. **A school allowing a community coach to coach before this time is subject to a fine and other penalties.**

- If a prospective coach does not pass the "NCSS PREPARE/First Aid" exam, then NCSS will instruct the coach on how to retake the exam. (Please be aware of the 60 day limit to complete all course work – GHSA POLICY.)
- It is strongly recommended that administrators make a concerted effort to fully verify the credentials of a community coach prospect BEFORE he/she is registered to coach. **As proof of certification, a copy of the community coach's "PREPARE/ First Aid" and "Principles for Coaching" certificates should be kept on file at the school.**
- Special attention should be paid to rules dealing with out of season coaching and illegal practices.
- Community coaches may coach for only one board of education annually regardless of whether or not they are paid for their services.
- Community coaches may not coach the same sport at more than one school even if there are multiple schools in the system.
- No person who has coached a non-GHSA team in a sport or activity within the previous twelve (12) months may be hired or utilized by a GHSA member school in that same sport or activity IF any of that GHSA school's players participated on the non-GHSA team that person coached.
- Retired teachers (fully retired and drawing Teacher's Retirement) and student teachers are not required to take the CEP courses. Student teachers must be approved by GHSA office to coach. Para-professionals must take GHSA CEP classes to coach.
- All certified community coaches must complete a regular GHSA Rules Clinic in the sport(s) they coach as required of others on the staff, or the school will be fined.
- **HIGH SCHOOLS ONLY: After the community coach has completed his/her certification, the school Principal or Athletic Director is responsible for updating the online school staff roster to add the coaches name as a community coach for the school and submitting this information to our office. Your coach will not receive a GHSA pass until this submission is received at the GHSA office. DO NOT ask your coach to contact our office regarding a GHSA pass.**

IMPORTANT NOTE:

It is the responsibility of the school's Principal or Athletic Director to communicate with the GHSA office regarding their community coaches. Community coaches are not to call our office for information, GHSA passes, etc.

**PROCESS FOR BECOMING A COMMUNITY COACH
(SCHOOL YEAR 2020-2021)**

PROSPECTIVE COACH INFORMATION

NEW RULE:

The GHSA requires that all community coaches attend the "PREPARE/ First Aid" and the "Principles for Coaching" classes and complete the exams within 60 days of their class date. Prospective coaches are not allowed to coach until after both classes are attended and both exams have been successfully completed. Coaching before you are certified subjects your school to a fine.

DO NOT CALL THE GHSA OFFICE REQUESTING FORMS, SCHEDULE CHANGES, GHSA PASSES, ETC. The GHSA office respectfully requests that all communications be between the school and the GHSA office. Please go to your school Athletic Director with any questions.

- All community coaches are required to meet all policies and regulations in accordance with the GHSA Constitution and By-Laws. The GHSA strongly recommends all community coach prospects be 21 years of age or older.
- Upon agreement with the school Principal, an online registration form is to be filed on your behalf. The school will register you for the course by completing the registration form on the GHSA online registration program. Proper payment of fees (a school check or money order) must be in the GHSA office within two weeks of registration. A background check is required and **MUST** be completed **before** the application is submitted online to the GHSA office. This background check is the school's responsibility and must adhere to their policies.
- After the registration application is processed online, your school Athletic Director will be able to see you are registered for the course online at the registration site. An automatic email will be sent to you and your school when your registration is processed. This email will have the class date and location you are scheduled to attend. Be sure your registration has your correct email address. We use this as a primary source of communication. You are not permitted to enter either class without your name being on the class roster. The program consists of a "PREPARE/First Aid" course (4-hour class) and a "Principles for Coaching" course (8-hour class).
- You can find the "Directions to Classes" and "Process for Becoming a Community Coach" information on the GHSA website – www.ghsa.net. Click on Coaches/AD and then click on Lay Coach Certification.

- All GHSA CEP registration forms must be complete and submitted online to the GHSA office before the close of business on the deadline date. **The registration program will not accept any registrations after the registration deadline date.**
- Any changes to your class schedule must be done with the approval of the school Principal or Athletic Director and submitted to the GHSA, in writing, by the school Principal or Athletic Director. **Please do not call the GHSA office requesting a change in your schedule. This MUST BE DONE through the school.**
- Your course registration will be entered online by your school Athletic Director. Please be sure you provide correct information including an email address that you check regularly. Please be sure the email address on your registration is correct. We use this as a primary source of communication.
- When your online registration is processed you will automatically be sent an email confirming your scheduled class dates and locations. If you do not receive this email, please contact your school AD if you are unsure of your class dates or locations.
- **Do not go to a class you are not scheduled to attend. This could subject your school to a fine.**
- You must arrive on time for your scheduled classes. If you arrive 15 or more minutes late for your scheduled class you will not be allowed into the class. You will have to reschedule to take a class in the next class offering. The reschedule request must come, in writing, from your school Athletic Director or school Principal.
- Class attendance and a passing grade of 80% or more is required on the two (2) exams **BEFORE you are allowed to assume any coaching duties.** A school allowing a community coach to coach before this time is subject to a fine and other penalties.
- **When you log into the NCSS website to take the online PREPARE/First Aid exam you will be asked for your name, etc. to set up your exam. PLEASE be sure you use the same name that is on your registration form. This is how I track test scores and if you use a different name (nickname, middle name, etc.) then I may have trouble tracking your test score. This will cause a delay in notifying your school of your certification.**
- For completing the “Principles for Coaching” online exam, follow the instructions given to you at the class. If you do not pass the examination, you and the school will receive notification. After the GHSA office receives the re-testing fee of \$25 (school system check or money order ONLY) the re-take exam can be taken online. At that time, an email notification will be sent to you indicating access to the online exam. You are required to retake the exam until a passing grade is achieved.

- Follow the instructions from NCSS given to you at the class for the PREPARE/First Aid online exam. If you have any problems completing this online exam, please contact NCSS using the number at the bottom of the instruction form. When you have successfully completed the "NCSS PREPARE/First Aid" exam **online** you will be able to print a certificate of completion. You should provide your school a **copy** of this certificate for their files. **Your original certificate should be kept for future reference in the event you change schools or sports activities.**
- When you successfully complete the GHSA "Principles for Coaching" can print their certificate after successfully completing the exam. You should provide your school a **copy** of this certificate for their files. **Your original certificate should be kept for future reference in the event you change schools or sports activities.**
- You should have ample time to attend your course classes and complete both exams before you are needed to coach. Please remember the 60-day time limit. If you do not attend both of your scheduled classes or complete both exams within 60 days, then you will be disqualified from coaching and will have to re-register and pay the course fees to complete your certification.
- **HIGH SCHOOLS ONLY: After you have become certified to coach, the school Athletic Director or Principal is responsible for updating the online school staff roster and adding your name as a community coach for the school.** In order to receive your pass, be sure your school submits this information to the GHSA office. **DO NOT** call the GHSA office regarding your pass. **As always with any questions, please check with your school Athletic Director.**
- You **MUST** complete a regular GHSA Rules Clinic in the sport(s) they coach as required of others on the staff, or the school will be fined. At the time of course completion, if a rules clinic for the sport you coach is available then you must complete the clinic to avoid a fine. If a rules clinic for the sport you coach is not available, then you will not be fined. You may still be able to review the clinic though and it would be to your benefit to do so.
- Special attention must be paid to rules dealing with out of season coaching and illegal practices.
- You may not assume coaching duties until fully certified.
- No person who has coached a non-GHSA team in a sport or activity within the previous twelve (12) months may be hired or utilized by a GHSA member school in that same sport or activity **IF** any of that GHSA school's players participated on the non-GHSA team that person coached.
- Community coaches may coach for only one board of education annually, regardless of whether or not they are paid for their services.

- Community coaches may not coach the same sport at more than one school even if there are multiple schools in the system.
- Please **do not** contact the GHSA about a GHSA pass. Speak to your school Athletic Director about this.

PLEASE NOTE THAT NCSS IS RESPONSIBLE FOR THE TESTING AND GRADING OF THE "PREPARE/FIRST AID" PORTION OF THE PROGRAM AND GHSA IS RESPONSIBLE FOR THE "PRINCIPLES FOR COACHING" PORTION OF THE PROGRAM.