**Required steps to becoming a coach for Bellefontaine City Schools**

Thank you for having the desire to help coach our student-athletes. Coaching is an activity that if done well, requires many hours away from your family and often much more scrutiny than praise, but is also a VERY rewarding challenge.

Below are the steps you need to complete in order to be board approved to coach in the BCS school district:

1) Complete the “Fundamentals of Coaching” on-line course (first time applicants only). You can find this course at <http://nfhslearn.com/courses/61001>

2) Complete an approved first aid for coaches training program (contact the athletic office for available classes)

3) Complete an approved CPR training course.

4) Complete one of the following on-line concussion education courses

<http://nfhslearn.com/courses/38000>

<http://www.cdc.gov/concussion/HeadsUp/Training/index.html>

5) Complete training on Sudden Cardiac Arrest (“Lindsay’s Law”) through your SAFE account (ODE) – Instructions below:

Once in the SAFE account, do the following:

a) Click on Learning Management System

b) Click "OK" on the next screen that says "You are navigating......"

c) Click on "course catalog" in the upper right corner.

d) Scroll down to "Coaches Sudden Cardiac Arrest Training" and Click the title

e) Follow directions on this page and print off certificate after completion.

If above does not work:

* Go to ohsaa.org
* Click “Sports Medicine” Tab
* Click “Sport Medicine”
* Under SCA Training, scroll down to “For Coaches” and watch video and fill out “Required Signature Form”

**\*You must print certificates received in Steps 1-5 and have them on file in the athletic department\***

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6) Have a current BCI and Background check on file with the ODE (can be done by calling the BCS Board Office at 593-9060 and asking for Apryl)

7) The final step is to apply for a Pupil Activity Permit with the Ohio Dept of Education. Please refer to “Directions for setting up a SAFE Account” on how to apply (for Lay Coaches).

8) Once you receive your permit from the state, make sure a copy is given to the athletic director. **You will be reimbursed $60 (3 year), $75 (4 year) or $90 (5 year) upon the athletic dept receiving a copy of your actual PAP.**

Any questions, feel free to contact Matt Comstock at 593-0545 or [comstock@bcs-k12.org](mailto:comstock@bcs-k12.org)