
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 2019-2020 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 2019-2020 Coaches Education Program online registration form
2. 2019-2020 Schedule of GHSA Coaches Education Program Courses
3. 2019-2020 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 a web interface for "Lay Coach Applications - ACE Charter". On the left is a navigation menu with the following items: Cheer Contracts, Contest Schedules, Forms (expanded), 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 for "Find Applications" with a "Last Name" input field and a "Show only matching last names (may be partial name)." checkbox. Below the search bar are "Find" and "Reset" buttons. The results section shows "0 Applications" and a "Submit New Lay Coach Application" link. A table header is visible 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 has 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 dears 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 Prindpal 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).

Find Reset

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
2019-2020**

MAY COURSES: Deadline is April 17, 2019

PREPARE/FIRST AID

	<u>DATE</u>	<u>SITE</u>	<u>TIME</u>
Monday	May 6	Parkview High School	6:00pm-10:00pm
Tuesday	May 7	Marist School	6:00pm-10:00pm
Tuesday	May 7	Pickens High School	6:00pm-10:00pm
Tuesday	May 7	White County High School	6:00pm-10:00pm
Tuesday	May 7	Athens Academy	6:00pm-10:00pm
Tuesday	May 7	Dougherty High School	6:00pm-10:00pm
Wednesday	May 8	Austin Middle School	6:00pm-10:00pm
Thursday	May 9	Statesboro High School	6:00pm-10:00pm
Thursday	May 9	Westminster School	6:00pm-10:00pm
Thursday	May 9	Calvary Day School	6:00pm-10:00pm
Saturday	May 11	East Coweta High School	9:00am-1:00pm
Tuesday	May 14	Salem High School	6:00pm-10:00pm
Tuesday	May 14	Evans High School, Augusta	6:00pm-10:00pm

PRINCIPLES FOR COACHING

	<u>DATE</u>	<u>SITE</u>	<u>TIME</u>
Saturday	May 11	Calvary Day School	9:00am-5:00pm
Mon/Tues	May 13-14	Parkview High School	6:00pm-10:00pm nightly
Wed/Thurs	May 15-16	Austin Middle School	6:00pm-10:00pm nightly
Wed/Thurs	May 15-16	White County High School	6:00pm-10:00pm nightly
Wed/Thurs	May 15-16	Pickens High School	6:00pm-10:00pm nightly
Wed/Thurs	May 15-16	Marist School	6:00pm-10:00pm nightly
Wed/Thurs	May 15-16	Dougherty High School	6:00pm-10:00pm nightly
Saturday	May 18	Evans High School, Augusta	9:00am-5:00pm
Saturday	May 18	East Coweta High School	9:00am-5:00pm
Saturday	May 18	Athens Academy	9:00am-5:00pm
Tues/Wed	May 21-22	Westminster School	6:00pm-10:00pm nightly
Tues/Wed	May 21-22	Salem High School	6:00pm-10:00pm nightly
Tues/Wed	May 21-22	Statesboro High School	6:00pm-10:00pm nightly

JUNE COURSES: Deadline is May 15, 2019

PREPARE/FIRST AID

	<u>DATE</u>	<u>SITE</u>	<u>TIME</u>
Monday	June 3	Parkview High School	6:00pm-10:00pm
Wednesday	June 5	Salem High School	6:00pm-10:00pm
Wednesday	June 5	Austin Middle School	6:00pm-10:00pm
Wednesday	June 5	Pickens High School	6:00pm-10:00pm
Thursday	June 6	Calvary Day School	6:00pm-10:00pm
Thursday	June 6	ACE Academy, Macon	6:00pm-10:00pm
Saturday	June 8	Whitefield Academy	9:00am-1:00pm
Saturday	June 8	East Coweta High School	9:00am-1:00pm
Tuesday	June 11	Harris County High School	6:00pm-10:00pm
Tuesday	June 11	Marist School	6:00pm-10:00pm
Tuesday	June 11	Thomasville High School	6:00pm-10:00pm
Wednesday	June 12	Athens Academy	6:00pm-10:00pm
Wednesday	June 12	Statesboro High School	6:00pm-10:00pm

PRINCIPLES FOR COACHING

	<u>DATE</u>	<u>SITE</u>	<u>TIME</u>
Saturday	June 8	Calvary Day School	9:00am-5:00pm
Saturday	June 8	Athens Academy	9:00am-5:00pm
Mon/Tues	June 10-11	Parkview High School	6:00pm-10:00pm nightly
Wed/Thurs	June 12-13	Salem High School	6:00pm-10:00pm nightly
Wed/Thurs	June 12-13	Marist School	6:00pm-10:00pm nightly
Wed/Thurs	June 12-13	Harris County High School	6:00pm-10:00pm nightly
Wed/Thurs	June 12-13	Thomasville High School	6:00pm-10:00pm nightly
Saturday	June 15	East Coweta High School	9:00am-5:00pm
Saturday	June 15	ACE Academy, Macon	9:00am-5:00pm
Wed/Thurs	June 19-20	Austin Middle School	6:00pm-10:00pm nightly
Wed/Thurs	June 19-20	Whitefield Academy	6:00pm-10:00pm nightly
Wed/Thurs	June 19-20	Pickens High School	6:00pm-10:00pm nightly
Saturday	June 22	Statesboro High School	9:00am-5:00pm

JULY COURSES: Deadline is June 19, 2019

PREPARE/FIRST AID

	<u>DATE</u>	<u>SITE</u>	<u>TIME</u>
Tuesday	July 9	Salem High School	6:00pm-10:00pm
Tuesday	July 9	Marist School	6:00pm-10:00pm
Tuesday	July 9	Pickens High School	6:00pm-10:00pm
Wednesday	July 10	Statesboro High School	6:00pm-10:00pm
Wednesday	July 10	Dougherty High School	6:00pm-10:00pm
Wednesday	July 10	Austin Middle School	6:00pm-10:00pm
Thursday	July 11	ACE Academy, Macon	6:00pm-10:00pm
Thursday	July 11	Evans High School, Augusta	6:00pm-10:00pm
Thursday	July 11	Whitefield Academy	6:00pm-10:00pm
Saturday	July 13	East Coweta High School	9:00am-1:00pm
Monday	July 15	Parkview High School	6:00pm-10:00pm

PRINCIPLES FOR COACHING

	<u>DATE</u>	<u>SITE</u>	<u>TIME</u>
Wed/Thurs	July 10-11	Marist School	6:00pm-10:00pm nightly
Tues/Wed	July 16-17	Pickens High School	6:00pm-10:00pm nightly
Tues/Wed	July 16-17	Dougherty High School	6:00pm-10:00pm nightly
Wed/Thurs	July 17-18	Evans High School, Augusta	6:00pm-10:00pm nightly
Wed/Thurs	July 17-18	Austin Middle School	6:00pm-10:00pm nightly
Saturday	July 20	Statesboro High School	9:00am-5:00pm
Saturday	July 20	East Coweta High School	9:00am-5:00pm
Mon/Tues	July 22-23	Parkview High School	6:00pm-10:00pm nightly
Tues/Wed	July 23-24	Salem High School	6:00pm-10:00pm nightly
Tues/Wed	July 23-24	Whitefield Academy	6:00pm-10:00pm nightly
Saturday	July 27	ACE Academy, Macon	9:00am-5:00pm

AUGUST COURSES: Deadline is July 17, 2019

PREPARE/ FIRST AID

	<u>DATE</u>	<u>SITE</u>	<u>TIME</u>
Monday	Aug. 5	Parkview High School	6:00pm-10:00pm
Tuesday	Aug. 6	Marist School	6:00pm-10:00pm
Tuesday	Aug. 6	Statesboro High School	6:00pm-10:00pm
Tuesday	Aug. 6	Salem High School	6:00pm-10:00pm
Wednesday	Aug. 7	Athens Academy	6:00pm-10:00pm
Wednesday	Aug. 7	Calvary Day School	6:00pm-10:00pm
Wednesday	Aug. 7	Dougherty High School	6:00pm-10:00pm
Wednesday	Aug. 7	Austin Middle School	6:00pm-10:00pm
Wednesday	Aug. 7	Thomasville High School	6:00pm-10:00pm
Thursday	Aug. 8	Pickens High School	6:00pm-10:00pm
Thursday	Aug. 8	ACE Academy, Macon	6:00pm-10:00pm
Thursday	Aug. 8	White County High School	6:00pm-10:00pm
Saturday	Aug. 10	East Coweta High School	9:00am-1:00pm

PRINCIPLES FOR COACHING

	<u>DATE</u>	<u>SITE</u>	<u>TIME</u>
Saturday	Aug. 10	Calvary Day School	9:00am-5:00pm
Mon/Tues	Aug. 12-13	Parkview High School	6:00pm-10:00pm nightly
Tues/Wed	Aug. 13-14	Dougherty High School	6:00pm-10:00pm nightly
Tues/Wed	Aug. 13-14	Marist School	6:00pm-10:00pm nightly
Wed/Thurs	Aug. 14-15	Pickens High School	6:00pm-10:00pm nightly
Wed/Thurs	Aug. 14-15	Austin Middle School	6:00pm-10:00pm nightly
Wed/Thurs	Aug. 14-15	White County High School	6:00pm-10:00pm nightly
Wed/Thurs	Aug. 14-15	Thomasville High School	6:00pm-10:00pm nightly
Saturday	Aug. 17	Statesboro High School	9:00am-5:00pm
Saturday	Aug. 17	Athens Academy	9:00am-5:00pm
Saturday	Aug. 17	ACE Academy, Macon	9:00am-5:00pm
Saturday	Aug. 17	East Coweta High School	9:00am-5:00pm
Tues/Wed	Aug. 20-21	Salem High School	6:00pm-10:00pm nightly

SEPTEMBER COURSES: Deadline is August 14, 2019

PREPARE/ FIRST AID

	<u>DATE</u>	<u>SITE</u>	<u>TIME</u>
Saturday	Sept. 7	East Coweta High School	9:00am-1:00pm
Monday	Sept. 9	Parkview High School	6:00pm-10:00pm
Tuesday	Sept. 10	Salem High School	6:00pm-10:00pm
Tuesday	Sept. 10	Marist School	6:00pm-10:00pm
Tuesday	Sept. 10	Dougherty High School	6:00pm-10:00pm
Tuesday	Sept. 10	Pickens High School	6:00pm-10:00pm
Wednesday	Sept. 11	Evans High School, Augusta	6:00pm-10:00pm
Wednesday	Sept. 11	Calvary Day School	6:00pm-10:00pm
Wednesday	Sept. 11	Harris County High School	6:00pm-10:00pm
Wednesday	Sept. 11	Westminster School	6:00pm-10:00pm
Wednesday	Sept. 11	Austin Middle School	6:00pm-10:00pm
Thursday	Sept. 12	ACE Academy, Macon	6:00pm-10:00pm
Thursday	Sept. 12	Woodward Academy	6:00pm-10:00pm

PRINCIPLES FOR COACHING

	<u>DATE</u>	<u>SITE</u>	<u>TIME</u>
Saturday	Sept. 14	East Coweta High School	9:00am-5:00pm
Saturday	Sept. 14	Calvary Day School	9:00am-5:00pm
Saturday	Sept. 14	ACE Academy, Macon	9:00am-5:00pm
Mon/Tues	Sept. 16-17	Parkview High School	6:00pm-10:00pm nightly
Tues/Wed	Sept. 17-18	Salem High School	6:00pm-10:00pm nightly
Tues/Wed	Sept. 17-18	Pickens High School	6:00pm-10:00pm nightly
Tues/Wed	Sept. 17-18	Woodward Academy	6:00pm-10:00pm nightly
Tues/Wed	Sept. 17-18	Dougherty High School	6:00pm-10:00pm nightly
Tues/Wed	Sept. 17-18	Harris County High School	6:00pm-10:00pm nightly
Tues/Wed	Sept. 17-18	Marist School	6:00pm-10:00pm nightly
Wed/Thurs	Sept. 18-19	Westminster School	6:00pm-10:00pm nightly
Wed/Thurs	Sept. 18-19	Austin Middle School	6:00pm-10:00pm nightly
Saturday	Sept. 21	Evans High School, Augusta	9:00am-5:00pm

OCTOBER COURSES: Deadline is September 18, 2019

PREPARE/ FIRST AID

	<u>DATE</u>	<u>SITE</u>	<u>TIME</u>
Monday	Oct. 7	Parkview High School	6:00pm-10:00pm
Tuesday	Oct. 8	Harris County High School	6:00pm-10:00pm
Tuesday	Oct. 8	Pickens High School	6:00pm-10:00pm
Tuesday	Oct. 8	Whitefield Academy	6:00pm-10:00pm
Tuesday	Oct. 8	Marist School	6:00pm-10:00pm
Wednesday	Oct. 9	Calvary Day School	6:00pm-10:00pm
Wednesday	Oct. 9	Dougherty High School	6:00pm-10:00pm
Wednesday	Oct. 9	Austin Middle School	6:00pm-10:00pm
Thursday	Oct. 10	Athens Academy	6:00pm-10:00pm
Thursday	Oct. 10	Statesboro High School	6:00pm-10:00pm
Thursday	Oct. 10	White County High School	6:00pm-10:00pm
Thursday	Oct. 10	Woodward Academy	6:00pm-10:00pm
Thursday	Oct. 10	Thomasville High School	6:00pm-10:00pm
Saturday	Oct. 12	East Coweta High School	9:00am-1:00pm

PRINCIPLES FOR COACHING

	<u>DATE</u>	<u>SITE</u>	<u>TIME</u>
Tues/Wed	Oct. 15-16	Pickens High School	6:00pm-10:00pm nightly
Tues/Wed	Oct. 15-16	Dougherty High School	6:00pm-10:00pm nightly
Tues/Wed	Oct. 15-16	Marist School	6:00pm-10:00pm nightly
Wed/Thurs	Oct. 16-17	Whitefield Academy	6:00pm-10:00pm nightly
Wed/Thurs	Oct. 16-17	Thomasville High School	6:00pm-10:00pm nightly
Saturday	Oct. 19	East Coweta High School	9:00am-5:00pm
Saturday	Oct. 19	Woodward Academy	9:00am-5:00pm
Saturday	Oct. 19	Calvary Day School	9:00am-5:00pm
Saturday	Oct. 19	Athens Academy	9:00am-5:00pm
Mon/Tues	Oct. 21-22	Parkview High School	6:00pm-10:00pm nightly
Tues/Wed	Oct. 22-23	Harris County High School	6:00pm-10:00pm nightly
Tues/Wed	Oct. 22-23	White County High School	6:00pm-10:00pm nightly
Tues/Wed	Oct. 22-23	Austin Middle School	6:00pm-10:00pm nightly
Tues/Wed	Oct. 22-23	Statesboro High School	6:00pm-10:00pm nightly

NOVEMBER COURSES: Deadline is October 16, 2019

PREPARE/ FIRST AID

	<u>DATE</u>	<u>SITE</u>	<u>TIME</u>
Monday	Nov. 4	Parkview High School	6:00pm-10:00pm
Monday	Nov. 4	Austin Middle School	6:00pm-10:00pm
Tuesday	Nov. 5	White County High School	6:00pm-10:00pm
Tuesday	Nov. 5	Athens Academy	6:00pm-10:00pm
Tuesday	Nov. 5	ACE Academy, Macon	6:00pm-10:00pm
Tuesday	Nov. 5	Westminster School	6:00pm-10:00pm
Wednesday	Nov. 6	Marist School	6:00pm-10:00pm
Wednesday	Nov. 6	Dougherty High School	6:00pm-10:00pm
Wednesday	Nov. 6	Calvary Day School	6:00pm-10:00pm
Wednesday	Nov. 6	Thomasville High School	6:00pm-10:00pm
Thursday	Nov. 7	Whitefield Academy	6:00pm-10:00pm
Thursday	Nov. 7	Statesboro High School	6:00pm-10:00pm
Thursday	Nov. 7	Salem High School	6:00pm-10:00pm
Saturday	Nov. 9	East Coweta High School	9:00am-1:00pm

PRINCIPLES FOR COACHING

	<u>DATE</u>	<u>SITE</u>	<u>TIME</u>
Saturday	Nov. 9	Calvary Day School	9:00am-5:00pm
Saturday	Nov. 9	Statesboro High School	9:00am-5:00pm
Tues/Wed	Nov. 12-13	Dougherty High School	6:00pm-10:00pm nightly
Tues/Wed	Nov. 12-13	Westminster School	6:00pm-10:00pm nightly
Tues/Wed	Nov. 12-13	Thomasville High School	6:00pm-10:00pm nightly
Wed/Thurs	Nov. 13-14	White County High School	6:00pm-10:00pm nightly
Wed/Thurs	Nov. 13-14	Salem High School	6:00pm-10:00pm nightly
Wed/Thurs	Nov. 13-14	Marist School	6:00pm-10:00pm nightly
Saturday	Nov. 16	Athens Academy	9:00am-5:00pm
Saturday	Nov. 16	East Coweta High School	9:00am-5:00pm
Saturday	Nov. 16	ACE Academy, Macon	9:00am-5:00pm
Mon/Tues	Nov. 18-19	Austin Middle School	6:00pm-10:00pm nightly
Mon/Tues	Nov. 18-19	Parkview High School	6:00pm-10:00pm nightly
Tues/Wed	Nov. 19-20	Whitefield Academy	6:00pm-10:00pm nightly

JANUARY COURSES: Deadline is December 9, 2019

PREPARE/ FIRST AID

	<u>DATE</u>	<u>SITE</u>	<u>TIME</u>
Monday	Jan. 6	Parkview High School	6:00pm-10:00pm
Tuesday	Jan. 7	Woodward Academy	6:00pm-10:00pm
Thursday	Jan. 9	Austin Middle School	6:00pm-10:00pm
Thursday	Jan. 9	White County High School	6:00pm-10:00pm
Thursday	Jan. 9	Marist School	6:00pm-10:00pm
Thursday	Jan. 9	Athens Academy	6:00pm-10:00pm
Thursday	Jan. 9	Salem High School	6:00pm-10:00pm
Thursday	Jan. 9	Pickens High School	6:00pm-10:00pm
Thursday	Jan. 9	ACE Academy, Macon	6:00pm-10:00pm
Thursday	Jan. 9	Dougherty High School	6:00pm-10:00pm
Saturday	Jan. 11	East Coweta High School	9:00am-1:00pm
Tuesday	Jan. 14	Statesboro High School	6:00pm-10:00pm
Tuesday	Jan. 14	Calvary Day School	6:00pm-10:00pm

PRINCIPLES FOR COACHING

	<u>DATE</u>	<u>SITE</u>	<u>TIME</u>
Mon/Tues	Jan. 13-14	Parkview High School	6:00pm-10:00pm nightly
Wed/Thurs	Jan. 15-16	Pickens High School	6:00pm-10:00pm nightly
Wed/Thurs	Jan. 15-16	White County High School	6:00pm-10:00pm nightly
Wed/Thurs	Jan. 15-16	Marist School	6:00pm-10:00pm nightly
Wed/Thurs	Jan. 15-16	Dougherty High School	6:00pm-10:00pm nightly
Saturday	Jan. 18	East Coweta High School	9:00am-5:00pm
Saturday	Jan. 18	Calvary Day School	9:00am-5:00pm
Saturday	Jan. 18	ACE Academy, Macon	9:00am-5:00pm
Saturday	Jan. 18	Statesboro High School	9:00am-5:00pm
Saturday	Jan. 18	Athens Academy	9:00am-5:00pm
Tues/Wed	Jan. 21-22	Woodward Academy	6:00pm-10:00pm nightly
Wed/Thurs	Jan. 22-23	Salem High School	6:00pm-10:00pm nightly
Wed/Thurs	Jan. 22-23	Austin Middle School	6:00pm-10:00pm nightly

FEBRUARY COURSES: Deadline is January 15, 2020

PREPARE/ FIRST AID

<u>DATE</u>	<u>SITE</u>	<u>TIME</u>
Thursday Feb. 6	White County High School	6:00pm-10:00pm
Thursday Feb. 6	Austin Middle School	6:00pm-10:00pm
Thursday Feb. 6	Marist School	6:00pm-10:00pm
Thursday Feb. 6	Evans High School, Augusta	6:00pm-10:00pm
Thursday Feb. 6	Thomasville High School	6:00pm-10:00pm
Thursday Feb. 6	Woodward Academy	6:00pm-10:00pm
Saturday Feb. 8	East Coweta High School	9:00am-1:00pm
Monday Feb. 10	Parkview High School	6:00pm-10:00pm
Tuesday Feb. 11	Statesboro High School	6:00pm-10:00pm
Tuesday Feb. 11	Westminster School	6:00pm-10:00pm
Tuesday Feb. 11	Harris County High School	6:00pm-10:00pm
Wednesday Feb. 12	Calvary Day School	6:00pm-10:00pm
Thursday Feb. 13	Salem High School	6:00pm-10:00pm
Thursday Feb. 13	ACE Academy, Macon	6:00pm-10:00pm
Thursday Feb. 13	Whitefield Academy	6:00pm-10:00pm

PRINCIPLES FOR COACHING

<u>DATE</u>	<u>SITE</u>	<u>TIME</u>
Saturday Feb. 15	East Coweta High School	9:00am-5:00pm
Saturday Feb. 15	Statesboro High School	9:00am-5:00pm
Saturday Feb. 15	Austin Middle School	9:00am-5:00pm
Saturday Feb. 15	Woodward Academy	9:00am-5:00pm
Mon/Tues Feb. 17-18	Parkview High School	6:00pm-10:00pm nightly
Tues/Wed Feb. 18-19	White County High School	6:00pm-10:00pm nightly
Tues/Wed Feb. 18-19	Westminster School	6:00pm-10:00pm nightly
Wed/Thurs Feb. 19-20	Marist School	6:00pm-10:00pm nightly
Wed/Thurs Feb. 19-20	Salem High School	6:00pm-10:00pm nightly
Wed/Thurs Feb. 19-20	Harris County High School	6:00pm-10:00pm nightly
Wed/Thurs Feb. 19-20	Whitefield Academy	6:00pm-10:00pm nightly
Wed/Thurs Feb. 19-20	Thomasville High School	6:00pm-10:00pm nightly
Saturday Feb. 22	Calvary Day School	9:00am-5:00pm
Saturday Feb. 22	ACE Academy, Macon	9:00am-5:00pm
Saturday Feb. 22	Evans High School, Augusta	9:00am-5:00pm

Directions To Classes (2019-2020)



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.

AUSTIN MIDDLE SCHOOL

3490 Ridge Road – Douglasville, GA (770) 942-0316

Classes are held in the
Media Center

FROM ATLANTA/MARIETTA: Take I-75 north to South Marietta Loop – exit toward the old Southern Polytechnic now Kennesaw State. 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). You will take Hwy. 120 to Bill Carruth Parkway in Paulding. (Hwy 120 turns into Bill Carruth Parkway at the intersection of Hwy. 278 where you will see Paulding Wellstar). Continue on Bill Carruth Parkway and at the 2nd light turn onto Nebo Rd. At the 1st light (Ingles will be on your left), turn left onto Dallas Nebo Rd. At the 1st light (Kroger is on the left) take a right onto Ridge Rd. School is 1.2 miles on the left.

FROM CARROLLTON/VILLA RICA: Travel north on Hwy. 61 through Villa Rica towards Dallas. At the intersection of Hwy. 61 and Ridge Rd. take a right onto Ridge Rd. (At this intersection will be a Publix shopping center and New Georgia Baptist). After taking a right on Ridge Rd., the school will be about 3.5 miles down on the right.

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

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

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)

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.

PARKVIEW HIGH SCHOOL
998 Cole Drive – Lilburn, GA (770) 921-2874

From I-85 North/South: Take the Indian Trail exit to Highway 29. Cross over Highway 29. The name of the road changes to Killian Hill. Proceed on Killian Hill and turn right at the light onto Arcado. Turn left at the light onto Cole Drive. Go through the three-way stop. Parkview is the second school on the left. Turn in at the main sign.

From Downtown: Get on Peachtree Road, turn on Ponce De Leon (by the Fox). The name of the street changes to Scott Blvd. and then Stone Mountain Freeway. Get off at the Hugh Howell exit. Turn right at the light onto Lilburn Stone Mountain Road. Take another right onto Old Stone Mountain Road. Turn left at the fourth traffic light onto Cole Drive. Parkview is the first school on the right. Take the first driveway.

From Tucker: Take Highway 29 to Rockbridge Road. Turn left at four way stop onto Arcado Road. Turn left at the stop sign at the end of this road. Turn right at the traffic light onto Cole Drive. Continue through 3-way stop. Parkview is the third school on the left. Take the second driveway.

From Snellville: Take Highway 78 (west) and turn right onto Lake Lucerne. Take a left at the light on Five Forks Trickum and a right at the light onto Cole Drive.

From Lawrenceville: From Gwinnett Drive turn onto Five Forks Trickum. Take it all the way to Cole and turn right at the light. Or take Highway 29 and turn left onto Killian Hill. Turn right at the light onto Arcado. Turn left at the light onto Cole Drive.

From I-20: (West of 85) go I-20 east to I-85 North and then use the directions coming from 85 North. (Conyers, Augusta) Get off at Turner Hill Road. Turner Hill runs into Highway 124, take 124 to Highway 78 and then use the directions from Snellville. (I-285) Get off at the Stone Mountain Freeway exit, which is exit 30. Follow directions from Downtown.

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
(2019-2020 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. (This was previously 90 days but has been changed to 60 days.) 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 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.

- The Principal agrees to utilize the prospective coach as a community coach (assistant coach only) during the 2019-2020 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 as soon as possible after 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 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.

NEW RULE:

Community coaches are allowed 60 days to complete all coursework. This was previously 90 days but has been changed to 60 days this year. Please be sure your coach is aware of this change.

**PROCESS FOR BECOMING A COMMUNITY COACH
(SCHOOL YEAR 2019-2020)**

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. (This was previously 90 days but has been changed to 60 days.) 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 mailed immediately. 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 done 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.