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HIGH SCHOOL ASSOCIATION

TO: GHSA Member Schools

FROM: Georgia High School Association

DATE: March 27, 2025

RE: Community coach packet of information attached

Please see the enclosed packet of 2025-2026 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 2025-2026 Coaches Education Program online registration form
2. 2025-2026 Schedule of GHSA Coaches Education Program Courses
3. Process for Becoming a Community Coach – School Information
4. Process for Becoming a Community Coach – Coach Information (Please be sure to give a copy of this important information to each coach registering for the course. This document is also available on the GHSA website by clicking on the Coaches/ADs tab and then clicking on Lay Coaches Certification.)
5. Rules for Online Classes (Please be sure to give each coach you register for the course a copy of this information. It is very important.)

If you have any questions, please do not hesitate to contact Julie Jones at 706-647-7473, extension 24 or email juliejones@ghsa.net.

IMPORTANT SCHOOL INFORMATION 2025-2026

A new rule for 2025-2026 is the time allowed to complete the course. In the past, community coaches were allowed 60 days to complete the course. Beginning in 2025-2026 coaches will be allowed 30 days to complete the course (attend two classes and complete two exams). They will be marked disqualified if they have not attended both classes and completed both exams within 30 days. (Please remember that community coaches are not eligible to coach until AFTER they have completed the community coach course.)

Another important change to the community coach course in 2024-2025 was the \$100 fine for coaches missing their scheduled community coach classes. This has become necessary due to the number of student/coaches absent from last year's classes. Some of the new coaches have been unable to register for the course due to the number of coaches rescheduling classes – not rescheduling just once but numerous times. Every time a coach is registered a seat is reserved for him/her in a class with limited seating. By not attending their scheduled classes they are taking a seat from another coach that may need to attend the class to complete their certification to begin coaching. In order to avoid this fine please be sure your coach understands this new rule and the importance of attending their scheduled classes.

(Prior notice, in writing, to the GHSA office informing of the coach's absence will waive the fine. We must receive the notice at least 3 days before their scheduled class.)

POINTS OF EMPHASIS
(SCHOOLS)

1. It is very important to inform the GHSA office three days prior to the class if your community coach cannot attend their scheduled class. There are other coaches that may be waiting for a seat in the class.
2. The new rule for 2025-2026 – community coaches have **30 days** to complete the course.
3. All class reschedule requests must come from the school in writing. Please include the coach's name and new class date. (A \$100 fine is due for community coaches that miss their scheduled classes – if the school does not notify the GHSA office at least 3 days before their scheduled classes.)
4. When rescheduling classes for your coach please don't request that I "just put him in a class". This has been a problem in the past and it works much better to have your coach choose a class date convenient for him/her.
5. Don't request special exceptions for your coach because he/she failed to do what was required to become certified to coach.
6. Make sure all information is correct before submitting online registrations. The last 4 digits of their Social Security Number and their last name are used as part of their log-in to access the classes. Their email address is used as the primary source of communication.
7. Please keep a copy of your coach's certificates on file at your school.
8. Community coaches are **not** to call the GHSA office requesting class reschedules, GHSA passes, etc.
9. Payment for the course fee is due **within two weeks of registration**. It is the school's responsibility to ensure the course fee is paid for every coach they register.
10. Please be sure to send identifying information with every check so it can be posted correctly – attach a copy of the registration form or put the coach's name on the check. It takes time to research payments to be sure they are posted correctly.

11. Please read the attached Rules for Online Classes. Be sure your coach knows and abides by all rules. Any coach violating a rule will be removed from the class.
12. Please do not tell community coaches to call the GHSA office. Be sure that coaches understand they should direct all questions to their Athletic Director. The Athletic Director can then contact us if necessary.



**SCHEDULE OF GHSA COACHES
EDUCATION PROGRAM ONLINE
COURSES
2024-2025**

MAY COURSES: Deadline is April 22, 2024

PREPARE/FIRST AID

<u>DAY</u>	<u>DATE</u>	<u>TIME</u>
Monday	May 6	6:00pm-10:00pm
Tuesday	May 7	6:00pm-10:00pm
Wednesday	May 8	6:00pm-10:00pm
Thursday	May 9	6:00pm-10:00pm

PRINCIPLES FOR COACHING

<u>DAY</u>	<u>DATE</u>	<u>TIME</u>
Saturday	May 11	9:00am-5:00pm
Tues/Wed	May 14-15	6:00pm-10:00pm nightly
Saturday	May 18	9:00am-5:00pm
Tues/Wed	May 21-22	6:00pm-10:00pm nightly

JUNE COURSES: Deadline is May 20, 2024

PREPARE/FIRST AID

<u>DAY</u>	<u>DATE</u>	<u>TIME</u>
Tuesday	June 4	6:00pm-10:00pm
Wednesday	June 5	6:00pm-10:00pm
Thursday	June 6	6:00pm-10:00pm
Saturday	June 8	9:00am-1:00pm

PRINCIPLES FOR COACHING

<u>DAY</u>	<u>DATE</u>	<u>TIME</u>
Tues/Wed	June 11-12	6:00pm-10:00pm nightly
Saturday	June 15	9:00am-5:00pm
Mon/Tues	June 17-18	6:00pm-10:00pm nightly
Wed/Thurs	June 19-20	6:00pm-10:00pm nightly

JULY COURSES: Deadline is June 19, 2024

PREPARE/FIRST AID

<u>DAY</u>	<u>DATE</u>	<u>TIME</u>
Monday	July 8	6:00pm-10:00pm
Tuesday	July 9	6:00pm-10:00pm
Wednesday	July 10	6:00pm-10:00pm
Thursday	July 11	6:00pm-10:00pm
Saturday	July 13	9:00am-1:00pm
Monday	July 15	6:00pm-10:00pm

PRINCIPLES FOR COACHING

<u>DAY</u>	<u>DATE</u>	<u>TIME</u>
Tues/Wed	July 16-17	6:00pm-10:00pm nightly
Thurs/Fri	July 18-19	6:00pm-10:00pm nightly
Saturday	July 20	9:00am-5:00pm
Mon/Tues	July 22-23	6:00pm-10:00pm nightly
Wed/Thurs	July 24-25	6:00pm-10:00pm nightly

AUGUST COURSES: Deadline is July 22, 2024

PREPARE/FIRST AID

<u>DAY</u>	<u>DATE</u>	<u>TIME</u>
Monday	August 5	6:00pm-10:00pm
Tuesday	August 6	6:00pm-10:00pm
Wednesday	August 7	6:00pm-10:00pm
Thursday	August 8	6:00pm-10:00pm
Saturday	August 10	9:00am-1:00pm

PRINCIPLES FOR COACHING

<u>DAY</u>	<u>DATE</u>	<u>TIME</u>
Mon/Tues	August 12-13	6:00pm-10:00pm nightly
Wed/Thurs	August 14-15	6:00pm-10:00pm nightly
Saturday	August 17	9:00am-5:00pm
Mon/Tues	August 19-20	6:00pm-10:00pm nightly
Wed/Thurs	August 21-22	6:00pm-10:00pm nightly

SEPTEMBER COURSES: Deadline is August 21, 2024

PREPARE/FIRST AID

<u>DAY</u>	<u>DATE</u>	<u>TIME</u>
Thursday	September 5	6:00pm-10:00pm
Saturday	September 7	9:00am-1:00pm
Monday	September 9	6:00pm-10:00pm
Tuesday	September 10	6:00pm-10:00pm
Wednesday	September 11	6:00pm-10:00pm

PRINCIPLES FOR COACHING

<u>DAY</u>	<u>DATE</u>	<u>TIME</u>
Wed/Thurs	September 11-12	6:00pm-10:00pm nightly
Saturday	September 14	9:00am-5:00pm
Mon/Tues	September 16-17	6:00pm-10:00pm nightly
Tues/Wed	September 17-18	6:00pm-10:00pm nightly
Wed/Thurs	September 18-19	6:00pm-10:00pm nightly
Saturday	September 21	9:00am-5:00pm

OCTOBER COURSES: Deadline is September 20, 2024

PREPARE/FIRST AID

<u>DAY</u>	<u>DATE</u>	<u>TIME</u>
Saturday	October 5	9:00am-1:00pm
Monday	October 7	6:00pm-10:00pm
Tuesday	October 8	6:00pm-10:00pm
Wednesday	October 9	6:00pm-10:00pm
Thursday	October 10	6:00pm-10:00pm

PRINCIPLES FOR COACHING

<u>DAY</u>	<u>DATE</u>	<u>TIME</u>
Saturday	October 12	9:00am-5:00pm
Mon/Tues	October 14-15	6:00pm-10:00pm nightly
Wed/Thurs	October 16-17	6:00pm-10:00pm nightly
Saturday	October 19	9:00am-5:00pm
Mon/Tues	October 21-22	6:00pm-10:00pm nightly

NOVEMBER COURSES: Deadline is October 22, 2024

PREPARE/FIRST AID

<u>DAY</u>	<u>DATE</u>	<u>TIME</u>
Tuesday	November 5	6:00pm-10:00pm
Wednesday	November 6	6:00pm-10:00pm
Thursday	November 7	6:00pm-10:00pm
Saturday	November 9	9:00am-1:00pm

PRINCIPLES FOR COACHING

<u>DAY</u>	<u>DATE</u>	<u>TIME</u>
Mon/Tues	November 11-12	6:00pm-10:00pm nightly
Wed/Thurs	November 13-14	6:00pm-10:00pm nightly
Saturday	November 16	9:00am-5:00pm
Mon/Tues	November 18-19	6:00pm-10:00pm nightly

JANUARY COURSES: Deadline is December 2, 2024

PREPARE/FIRST AID

<u>DAY</u>	<u>DATE</u>	<u>TIME</u>
Wednesday	January 8	6:00pm-10:00pm
Thursday	January 9	6:00pm-10:00pm
Saturday	January 11	9:00am-1:00pm
Monday	January 13	6:00pm-10:00pm

PRINCIPLES FOR COACHING

<u>DAY</u>	<u>DATE</u>	<u>TIME</u>
Tues/Wed	January 14-15	6:00pm-10:00pm nightly
Thurs/Fri	January 16-17	6:00pm-10:00pm nightly
Saturday	January 18	9:00am-5:00pm
Mon/Tues	January 20-21	6:00pm-10:00pm nightly

FEBRUARY COURSES: Deadline is January 23, 2025

PREPARE/FIRST AID

<u>DAY</u>	<u>DATE</u>	<u>TIME</u>
Tuesday	February 4	6:00pm-10:00pm
Wednesday	February 5	6:00pm-10:00pm
Thursday	February 6	6:00pm-10:00pm
Saturday	February 8	9:00am-1:00pm
Monday	February 10	6:00pm-10:00pm

PRINCIPLES FOR COACHING

<u>DAY</u>	<u>DATE</u>	<u>TIME</u>
Tues/Wed	February 11-12	6:00pm-10:00pm nightly
Thurs/Fri	February 13-14	6:00pm-10:00pm nightly
Saturday	February 15	9:00am-5:00pm
Mon/Tues	February 17-18	6:00pm-10:00pm nightly
Wed/Thurs	February 19-20	6:00pm-10:00pm nightly

PROCESS FOR BECOMING A COMMUNITY COACH (SCHOOL YEAR 2024-2025)

PROSPECTIVE COACH INFORMATION

ALL CLASSES ARE ONLINE -

The GHSA requires that all community coaches attend the “PREPARE/ First Aid” and the “Principles for Coaching” online 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. 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. Proper payment of fees (a school check or money order) must be in the GHSA office **within two weeks of registration**.
- 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 dates 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 “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 by the school 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 (email), 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.**



If you cannot attend your scheduled class please let your school Athletic Director know at least 3 days prior to your class. There are other coaches that may be waiting for a seat in the class.

- 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. If you do not receive this email, please contact your school AD if you are unsure of your class dates.
- After the registration deadline and the classes have been set, you will receive two emails – one for each class. These emails will have a link to your class. Please check your spam folder for our emails.
- The PREPARE/First Aid exam does not show in the your GHSA testing portal. The exam is done on the NCSS website. Please follow the testing instructions for accessing the exam. If you have any problems, please contact NCSS. You will find their contact information at the bottom of your testing instruction sheet.
- **Do not go to a class you are not scheduled to attend. This could subject your school to a fine.**
- You must log-in on time for your scheduled classes. If you arrive 15 or more minutes late for your scheduled class you will be marked ABSENT and removed from 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. There is a \$100 fine for missing your scheduled class (if the GHSA office is not notified 3 days prior to your scheduled class).
- 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 emailed to you after 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 emailed to you after the class for completing 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.**
- **DO NOT purchase the NCSS PREPARE/First Aid exam on the NCSS website. This cost is included in your course fee.**
- When you successfully complete the GHSA “Principles for Coaching” you can print your certificate. 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) you 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.

**PROCESS FOR BECOMING A COMMUNITY COACH
(2024-2025 SCHOOL YEAR)**

SCHOOL INFORMATION

**ALL CLASSES FOR THE
2024-2025 SCHOOL YEAR ARE ONLINE**

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.

Any school registering a community coach for the course is responsible for payment of the course fee. The GHSA office only works with the schools (not the community coach) on payment of the course. Payment for the course is due within 2 weeks of registration.

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/databases. Please be careful of typo's (especially in the SSN) and be sure all information is correct before submitting the registration to the GHSA office. The email address entered on the registration form is our main source of communication with your coach. We use it for sending your coach important class information and links. Please be sure the email address is valid and correct before submitting the form.

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 2024-2025 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.**
- 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 of the classes the coach is registered to attend. It is the school's responsibility to be sure your coach knows the class dates 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. Coaches not attending their scheduled classes will be fined \$100. To waive this fine please email a notice of absence at least 3 days prior to the class date.

- THE REGISTRATION 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 class dates 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.**
- 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 online classes and complete the two online exams with a 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 log-in 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. Roll will be called at different times during the class and coaches must respond in order to receive credit for the class.**
- After the coach’s attendance is confirmed, the prospective coach will be emailed instruction sheets explaining the procedures for taking the 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.▪ 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.) The contact information for NCSS is at the bottom of the testing instructions.
- 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.**
- 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. Substitute teachers 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 cannot 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 REMINDERS:

- **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.**
- **It is very important to let the GHSA office know if your coach cannot attend their scheduled class. There are other coaches that may be waiting for a seat in the class.**
- **Please stress to your coach the importance of attending their scheduled classes. A seat in the class is reserved for him/her. The school will be fined \$100 for coaches missing their scheduled classes – unless the school notifies the GHSA office of their absence 3 days prior to their class date.**
- **Payment of the course fee (\$325.00) is due within two weeks of registration.**
- **Please do not send checks without the coach's name on the check or on attached paperwork. It takes time to research to be sure the check is posted correctly.**
- **It is very important that all prospective community coaches test their technology for logging into their classes well in advance of their class. If your coach has any issues please contact Julie Jones at 706-647-7473, extension 24 or by email**

RULES FOR ONLINE CLASSES

- ✓ It is very important that you test your technology for class admission well in advance of your scheduled class time.
- ✓ Participants must be on time for the class. Anyone over 15 minutes late for the class will be marked ABSENT. Please be sure the instructor knows when you log into the class.
- ✓ Participants must be seated with the video and microphone turned on.
- ✓ Participants must be appropriately dressed.
- ✓ Participants must be in an environment that is devoid of distractions.
- ✓ Participants must be alone within the video screen with their full attention devoted to the course.
- ✓ Participants may not be driving or in a car, working, etc.
- ✓ Anyone not abiding by the rules will be given a warning by the instructor. If you do not comply, then you will be removed from the class.

- ✓ You are not to take the exams until AFTER you attend the class. Anyone taking the exam before taking the classes may be disqualified.
- ✓ Do NOT call or email the GHSA office to reschedule classes. All class schedule change requests must come (in writing) from the school Athletic Director or Principal. (The school will be fined \$100 if you miss your scheduled class without 3 days prior notice.)
- ✓ Anyone being disrespectful to the class instructor or to another student in the class will be removed from the class.

