

**PROCESS FOR BECOMING A COMMUNITY COACH
(SCHOOL YEAR 2025-2026)**

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 **30 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 is a \$100 fine for missing a scheduled 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 30-day time limit. If you do not attend both of your scheduled classes or complete both exams within 30 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 you are 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 your pass. Your AD will have to add you to the school staff roster in order for you to receive a GHSA pass.

