

EXPLANATION OF REGISTERED VOLUNTEER REQUIREMENTS TO COACH

A school can permit a Registered Volunteer to coach any sport **EXCEPT** football, basketball or track when ALL requirements have been met, documentation regarding all requirements is on file with the school and the required paperwork has been submitted to the AAA office. The completed documents that must be submitted to the AAA office are: (1) Registered Volunteer Verification Form and (2) Registered Volunteer Enrollment Form.

The requirements include:

1. Has completed/kept current the following online NFHS Coaches Education courses. Register on the site and log in each visit. These courses are available for purchase at www.nfhslearn.com.
 - a. **Fundamentals of Coaching** – a non-sport specific course about coaching in general
 - b. **First Aid for Coaches** – care of athletes, preventing injuries, recognizing specific injuries and what to do or not do. THIS COURSE MUST BE RECERTIFIED EVERY THREE YEARS.
 - c. **Sport specific fundamentals** of coaching course - are being steadily added to the list of sports now available. If the needed sport is not yet available the individual must complete the Teaching Sports Skills course, until the sport specific course (s) becomes available. When the sport specific course(s) becomes available it is required to continue coaching that sport.
2. Has current certification in **CPR** and **AED** (defibrillator) – often available through community programs or American Heart Association, etc. Expiration date on the card defines when the certification must be renewed if the individual continues to coach.
3. Successful completion (minimum score of 80%) of the **AAA State Rules Exam**. This exam must be obtained from the AAA office. The order form is on the Coaches Education page of the AAA website, www.ahsaa.org, under the Important Info column. The answer sheet is returned to the AAA office for scoring. The individual will be notified of their score and whether retesting is required if the minimum score was not achieved.
4. If the teacher is a Cheer Coach the online **AACCA Spirit Safety Certification** is required. Go to www.nfhslearn.com and select COURSES, Sport Specific Courses, and Spirit. Register to log in to the site and purchase the course. Recertification is required every four years.

There is a cost for each of the online courses and the AAA State Rules Exam. There may also be a fee for the CPR and/or AED certification.

An individual who is required to complete this program in order to coach must have met all requirements and have documentation of each on file with the school **BEFORE ENGAGING IN INTERSCHOLASTIC** (with another school) **COACHING**.

The **REGISTERED VOLUNTEER Verification Form** must be completed and submitted to the AAA office prior to interscholastic coaching by the individual every year. This form is found on the AAA Coaches Education web page in the News section as Registered Volunteers – RV Checklist to Coach. Unless another person is designated to file the documentation and submit the Verification Form, this will usually be a duty of the principal or athletic director.