



# JAMESTOWN RED RAIDERS ATHLETICS

<http://www.jpsny.org/athletics>

@JHSRedRaiders

## CERTIFICATION PROCEDURES FOR VOLUNTEER COACHES

*Revised March 1, 2018*

This information is to clarify the proper procedures for volunteer coaches. First, it is important to understand that a volunteer coach must comply with all of the requirements of a paid coach. The NYSPHSAA does not distinguish between a paid/unpaid coach.

### **Following are the steps to become a volunteer coach:**

1. Complete an "Volunteer Application Form." This form can be obtained from the athletic office. We can also send this via email.
2. Turn in the completed volunteer form to the athletic director for approval. This form will then be forwarded to Human Resources, along with a "Recommendation for Hire."
3. For non-district employees who have not been fingerprinted, Human Resources will contact you to set up fingerprinting procedures. Note: The district has agreed to pay for volunteer coach fingerprinting fees (\$99). After this is completed, H.R. will send your name to the Board of Education for approval.
4. For district employees or others who have previously been fingerprinted, H.R. will send your name to the Board of Education for approval after they receive the recommendation for hire.
5. Once approved by the BOE, coaches must then adhere to all coaching certification requirements. BOE approval DOES NOT allow you to begin coaching.

### **Next steps to coaching certification:**

#### **1. Certified Physical Education Teachers.**

A person who holds a valid certificate to teach physical education in New York State may coach any sport in any school, but must meet the First Aid/CPR/AED and concussion certification requirements prior to starting to coach.

#### **2. Other Certified Teachers.**

Choose:

##### **Pathway 1 through BOCES (J.P.S. will pay for these courses):**

In addition to meeting the first aid/CPR/AED and concussion certification requirements, a certified teacher must (a) complete an approved course in Philosophy, Principles & Organization of Athletics in Education within 2 years from the date of employment as a coach; (b) complete a course in Health Sciences Applied to Coaching within 5 years of employment as a coach; and (c) within that 5 years, complete a course on Theory & Techniques of Coaching the sport or sports for which he/she is employed. A coach of a non-strenuous/non-contact sport is not required to take the last 2 courses on health sciences or theory and techniques course.

*or*

##### **Pathway 2 through NFHS (coach must pay for these courses):**

In addition to meeting the First Aid/CPR/AED and concussion certification requirements, a certified teacher must complete the NFHS Accredited Interscholastic Coach Certificate (AIC-Level 1) within 2 years from the date of employment as a coach; a certified teacher must then complete the NFHS Certified Interscholastic Coach Certificate (CIC-Level 2) within 5 years as employment as a coach.

\*A certified teacher does not need to apply for a Temporary Coaches License.

### 3. Non-teacher Coaches.

A person who does not hold a current New York State teaching certificate is a “non-teacher coach.” The non-teacher coach must obtain a Temporary Coaches License from BOCES and then meet all the requirements as the certified teacher. In order to obtain the initial Temporary Coaches license, the coach must show proof of (a) SED approved first aid course; (b) SED approved CPR/AED course; (c) child abuse recognition course; (d) school violence prevention course; (e) DASA training; (f) fingerprinting.

Then choose one of the following options for coaches courses:

#### **Pathway 1 through BOCES (J.P.S. will pay for these courses for volunteers):**

In addition to meeting the First Aid/CPR/AED and concussion certification requirements, the non-teacher coach must complete or be enrolled in Philosophy, Principles, & Organization of Athletics if they apply for a renewal. The coach must then (b) complete a course in Health Sciences Applied to Coaching within 5 years of employment as a coach; and (c) within that 5 years, complete a course on Theory & Techniques of Coaching the sport or sports for which he/she is employed. A coach of a non-strenuous/non-contact sport is not required to take the last 2 courses on health sciences or theory and techniques course.

*or*

#### **Pathway 2 through NFHS (coach must pay for these courses):**

In addition to meeting the first aid/CPR/AED and concussion certification requirements, a certified teacher must complete the NFHS Accredited Interscholastic Coach Certificate (AIC-Level 1) within 2 years from the date of employment as a coach; a certified teacher must then complete the NFHS Certified Interscholastic Coach Certificate (CIC-Level 2) within 5 years as employment as a coach.

#### **Further explanations for J.P.S. coaches:**

- In order to obtain a Temporary Coaches License, coaches will need to obtain (a) through (f) above. The “Child Abuse Identification & Reporting Course,” “Safe Schools Against Violence in Education (SAVE)” training, and “Dignity for All Students Act (DASA)” training are offered by BOCES at various times throughout the year. You can get this information and sign up through Mary in the athletic office. Note: The Child Abuse and SAVE courses are 2 hour courses. The DASA course is a 6-hour course.
- Non-teacher coaches who need to obtain a Temporary Coaches License must contact Nancy Burns at Erie 2 BOCES at 716-549-4454, ext. 4049. She will provide the necessary paperwork and review the requirements. This Temporary Coaches License must be obtained before a candidate begins to coach.
- If you would like to sign up for the coaching courses through BOCES (Pathway 1), please contact Mary in the athletic office to get registered. If you would like to take the courses through the NFHS, coaches will do this on their own through the NFHS website (<https://nfhslearn.com/home/coaches>).
- Candidates may not begin any type of coaching until the athletic director verifies all of the above steps have been satisfied.

Link to Erie 2 BOCES coaching certification summary:

<http://www.e2ccb.org/programs.cfm?subpage=408716>

Link to NYSPHSAA coaching certification summary/pathway guidelines:

<http://www.nysphsaa.org/ADs-Coaches/Professional-Development>