

Volunteer COACH Application



Addison CSD
7 Cleveland Drive, Suite 101
Addison, NY 14801
607-359-2244

This form is for volunteer COACH applicants. Submit this form with a copy of your current valid driver's license.

To be eligible to coach high school sports as a non-teacher (whether paid or volunteer), a coaching license is required through NYSED TEACH online system. (www.highered.nysed.gov/tcert/teach/). A separate license is required for each sport the individual plans to coach. The cost of a license is \$50 for each sport which is paid at the time of application. Please review pages 3-7 for additional information on requirements.

School Year: _____

PLEASE SELECT ONE: ☐ **NEW APPLICANT** ☐ **UPDATE**

I am interested in volunteering my assistance with the athletic program as a Volunteer Coach in _____.
(list sport(s))

Name of Coach requesting assistance _____.

1. Contact Information

Name	
DOB	
Street Address	
City, State, ZIP Code	
Home Phone	
Cell Phone	
E-Mail Address	

2. Emergency Contact Information

Name	
Relationship	
Address	
Home Phone	
Cell Phone	

3. Please list all children currently enrolled in the school district:

Name	Grade	School

4. Special Skills or Qualifications

Summarize special skills and qualifications you have acquired from employment, previous volunteer work, or through other activities, including hobbies or sports.

5. Have you even been convicted of a felony or misdemeanor?

☐ **Yes** ☐ **No** If yes, please describe (date, location, description) on a separate sheet of paper.

6. Previous Coaching Experience

Summarize your previous experience.

--

7. Personal References (please list two non-related personal references)

Name	
Relationship	
Phone	
Name	
Relationship	
Phone	

8. Agreement and Signature

By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if I am accepted as a volunteer, any false statements, omissions, or other misrepresentations made by me on this application may result in my immediate dismissal. The Addison Central School District has my permission to perform a background check.

Name (printed)	
Signature	
Social Security Number	
Date	

9. Our Policy

It is the policy of this organization to provide equal opportunities without regard to race, color, national origin, creed, religion, marital status, sex, age, sexual orientation, disability or predisposing genetic characteristics.

Thank you for completing this application form and for your interest in volunteering with us.

Athletic Director Approval: _____ Date: _____

Building Administrator Approval: _____ Date: _____

Superintendent Approval: _____ Date: _____

OFFICE USE ONLY: SO ____ HR ____ Vol. List ____ Letter Sent ____ Copy of License ____

BACKGROUND CHECK COMPLETED: YES ____ NO ____

REASON/RESULTS: _____ CIRCLE ONE: CLEAR NOT CLEAR

NEW YORK STATE REQUIREMENTS FOR NON-TEACHER COACHES APPLICATION PROCESS AND REQUIREMENTS

To be eligible to coach high school sports as a non-teacher (whether paid or volunteer), a license is required through the NYSED TEACH online system (www.highered.nysed.gov/tcert/teach/). A separate license is required for each sport the individual plans to coach. The cost of a license is \$50 for each sport which is paid at the time of application.

When applying the individual should select "Regional Office" to complete the evaluation.

The sequence of coaching licenses is as follows, for each sport:

- Temporary Coaching License
- Temporary Coaching License 1st Renewal
- Temporary Coaching License 2nd-4th Renewal (can be issued up to 3 times)
- Professional Coaching License
- Professional Coaching License Renewal

You cannot progress in the sequence of licensing if a previous license did not get issued, even if you have previously coached.

SETTING UP TEACH ACCOUNT

- 1) Go to <https://www.highered.nysed.gov/tcert/teach/home.html> and click "Create a NY.gov TEACH account" button. You will encounter a STOP sign twice in this process and is a warning for individuals who have already established an account. Continue past these screens in order to create the account.
- 2) (If you already have a TEACH account click "Login to TEACH" to access your information. DO NOT SET UP ANOTHER ACCOUNT.)
- 3) **Keep track of your user ID and password!** Do not save it to your computer because it will cause problems whenever you need to log into other NY.gov accounts for departments such as the DMV, unemployment, sales tax, income tax, etc.

NOTE: If you have difficulty accessing your TEACH account, you will need to email to teachhelp@nysed.gov

Continued . . .

APPLYING FOR CERTIFICATION

- 1) Go to www.highered.nysed.gov/tcert/teach/ and click on the “TEACH Online Services” button.
- 2) Click “Login to TEACH” and log in using your User ID and password.
- 3) Click “TEACH Online Services” and under Online Application, click “Apply for Certificate.”
- 4) Click “Next” and complete “Enter/Edit Employment”. If you have not already done so, be sure to enter name of school you will be coaching for. [If you have not coached enter “From Date” as the first day of the current month and the “To Date” as the date you are applying.] The name of the district is required. Under “Employment Type” click “Part Time” and enter 20 hours estimated.
- 5) Select “Enter/Edit Education” information and click “All Other Programs and Coursework” radio button (this button is preset at top of page and will need to be changed by you). Complete basic education and date of degree(s). Click “ADD” and select “DONE.”
- 6) Click on “Apply for a Certificate” and “Selecting Certificate(s)” and complete as follows:
 - **Select Area of Interest:** “Coaching”
 - **Select Subject Area:** “Coaching”
 - **Select Grade Level:** “Adolescent – Grades 7-12”
 - **Select Title** From dropdown list, select specific sport
 - **Select Type of Certificate:** From dropdown list, select the license required and click “DONE.”
 - **Select Pathway:**
 - **For Temporary Coaching License (first coaching license ever)** - select “Individual Evaluation” from dropdown list
 - **For Temporary Coaching License 1st Renewal** - select “Individual Evaluation” from dropdown list
 - **For Temporary Coaching License 2nd-4th Renewals** – select from the dropdown list either
 - “Individual Evaluation” which means you would take the Philosophy course **OR**
 - “NFHS” which means you would complete the NFHS certificate components for Level 1 AIC.
 - **For Professional Coaching License** – select from the dropdown list either
 - “Individual Evaluation” which means you would take the Health and Theory courses **OR**
 - “NFHS” which means you would complete the NFHS certificate components for Level 2 CIC.
 - **For Professional Coaching License Renewal** – select the same pathway you selected for your previous Professional license
 - Click “NEXT.”
- 7) **IMPORTANT REMINDER:** If planning to coach at Addison Central School District be sure to select “GST BOCES” to complete the evaluation. Once selected, click “NEXT.”
- 8) Step 3 of the process is “Sign Affidavit.” Follow the instructions and click “SIGN AFFIDAVIT.”
- 9) Step 4 of the process is “Confirm and Sign Application.” This screen indicates the cost of the coaching license(s). Read the statement and click “Sign Application.” (You can pay online with a credit card or by mailing a postal money order to the State. If you choose to send the payment to the State, print payment coupon and send with a postal money order.) Click “SUBMIT.”

COACHING REQUIREMENTS

Temporary Coaching License - License issued for one year (\$50 fee)

1. Apply and pay on TEACH for a “temporary coaching license.”
Be sure to select GST BOCES as your evaluator.
2. Fingerprint Clearance through TEACH – contact MorphoTrust at www.identoGo.com (call 877-472-6915) - Service Code for registration: **14ZGQT**
3. First Aid -- must be a NYSED approved course and be an *initial* training. It cannot be an update, review or challenge course. (Certificate must include last 4 digits of SSN and DOB)
[List of Approved First Aid and CPR courses](#)
4. CPR - must be a NYSED approved course and be an *initial* training. It cannot be an update, review or challenge course. (Certificate must include last 4 digits of SSN and DOB)
[List of Approved First Aid and CPR courses](#)
5. Child Abuse Identification Workshop (CAIR)
[Child Abuse Identification Class](#)
[Listing of NYSED Approved Providers](#)
[NYS Office of Children and Family Services](#) -free- must request certificate of completion for TEACH account
6. School Violence and Prevention Workshop (SAVE)
[SAVE Training](#)
[Listing of NYSED Approved Providers](#)
7. Dignity for All Students Act (DASA) - Full SED Required Training Course
[DASA Training](#)
[Section V Athletics](#) (click AD and Coaches, then DASA) -free for coaches
[Listing of NYSED Approved Providers](#)
8. School District Recommendation -
Superintendent’s statement must be entered on TEACH by district

Temporary Coaching License 1st Renewal - License issued for one year (\$50 fee)

Requirements: Apply and pay on TEACH, Valid First Aid, Valid CPR and School District recommendation. Coach must have held a Temporary Coaching License.

Temporary Coaching License 2ND-4TH Renewal - License issued for one year (\$50 fee)

Requirements: Apply and pay on TEACH, Valid First Aid, Valid CPR, School District recommendation and completion of required coaching coursework. (See Coaching Coursework Options below) Coach must have held a Temporary Coaching License 1st Renewal.

Professional Coaching License - License issued for three years (\$50 fee)

Requirements – Apply and pay on TEACH, Valid First Aid, Valid CPR, all required coursework, AND coach must have held a minimum of three (3) Temporary Coaching Licenses/Renewals in the same sport.

Professional Coaching License Renewal - License issued for three years (\$50 fee)

Requirements – Apply and pay on TEACH, Valid First Aid, Valid CPR, most recent three years of evaluations/verification of experience.

COACHING COURSEWORK OPTIONS – INFORMATION SHEET
--

There are two options available for high school coaches in New York State for required coaching coursework. These alternatives apply to both certified teacher coaches and non-teacher coaches. Information on course options is provided below along with timeline for completion.

Non-Teacher Coaches: Verification of completed coursework should be provided to Kelly Benjamin at the GST BOCES Regional Certification Office for evaluation purposes and to the district Athletic Director.

Certified Teacher Coaches: Verification of coursework should be provided to Athletic Directors of any school that the certified teacher coaches with. It is the responsibility of the teacher to maintain a copy and provide verification to any school district that he/she plans to coach with. **NOTE:** Verification is NOT sent to the Regional Certification Office since no evaluation is required for a certified teacher coach.

COACHING COURSE PATHWAY- INDIVIDUAL EVALUATION

- **Under the Individual Evaluation pathway** coursework can be completed in a classroom setting and/or online through a State-approved agency. For a listing of State-approved agencies providing courses (listed below) refer to <http://www.nysed.gov/curriculum-instruction/athletics-and-coaching> Courses can also be completed **online** and a listing State-approved providers is available at: <http://www.nysed.gov/curriculum-instruction/physical-education-online-coaching-courses>
- If coursework has not been completed within the timeline noted below, the individual can apply to the NYSED Office of Curriculum and Instruction for a time extension available at: http://www.nysed.gov/common/nysed/files/programs/curriculum-instruction/coaching_course_extension_appl.pdf
- If coursework was completed through a college and coursework verified on a college transcript, the individual can apply for a coaching course equivalency review by completing an appropriate application and submitting it to the NYSED Office of Curriculum and Instruction along with a copy of the official college transcript and related course descriptions. Application for an equivalency review is available at: <http://www.nysed.gov/common/nysed/files/programs/curriculum-instruction/coachingcourseequivalent.pdf>

<i>Course Title</i>	<i>Timeline for Completion</i>
Course I: Principles, Philosophy and Organization of Athletics in Education	Course I must be completed to get the first TCL 2-4 Renewal
Course II: Health Sciences Applied to Coaches	Courses II and III must be completed within five (5) years of when the Temporary Coaching License (TCL) was issued.
Course III: Theory & Techniques of Coaching (must be sport specific)	

Continued....

COACHING COURSE PATHWAY – NFHS Coach Certification Program

- **Under the NFHS pathway** courses are provided online through the National Federation of State High School Associations (NFHS) Coach Certification Program website at [NFHS Learn | Interscholastic Education, Made Easy](https://www.nfhslearn.com/Interscholastic-Education-Made-Easy). Refer to specific course title/levels for information on completion timeline under Option II.
- All NFHS coursework is completed online.
- If coursework has not been completed within the timeline noted below, the individual can apply to the NYSED Office of Curriculum and Instruction for a time extension available at:
http://www.nysed.gov/common/nysed/files/programs/curriculum-instruction/coaching_course_extension_appl.pdf

<i>Course/Level</i>	<i>Components</i>	<i>Timeline for Completion</i>
NFHS Level 1	a) Fundamentals of Coaching (NYS Specific): \$35 b) Concussion in Sports: Free c) Protecting Students from Abuse: Free d) Sudden Cardiac Arrest: Free	Level 1 must be completed to get the first TCL 2-4 Renewal
NFHS Level 2	a) Heat Illness Prevention: Free b) Student Mental Health and Suicide Prevention: Free c) First Aid, Health and Safety: \$45 d) One sport-specific course of choice: Range \$35 to \$75; all courses can be found at www.nfhslearn.com	Level 2 must be completed to get the first TCL 2-4 Renewal
NFHS Level 3	a) Bullying, Hazing and Inappropriate Behaviors: Free b) Strength and Conditioning: \$50 c) Teaching and Modeling Behavior: \$20 d) Engaging Effectively with Parents: Free e) Sportsmanship: Free	Level 3 must be completed within five (5) years of when the Temporary Coaching License (TCL) was issued or when applying for a Professional Coaching license, whichever comes first.
NFHS Internship (30 hours minimum)	➤ Internship Evaluation Attestation Form: The sport-specific Internship Attestation form is completed under Level 3 and is required for <u>evaluation purposes</u> for non-teacher coaches. This document must include original signature of the Athletic Director and be submitted to the Regional Certification Office for INITIAL Professional Coaching Certification to be submitted to NYSED OTI by the Certification Office.	