

# Coaching Requirements

Article I, Section 9 of the TSSAA Bylaws states the following:

All coaches must be registered with TSSAA annually and will fall under one of the following categories:

1. **Full-time certified teacher** (a minimum of 100 school days) of a board of education with a Tennessee teaching license or the equivalent.
2. **Retired educator** (five or more years' experience) with a valid Tennessee state teaching license or the equivalent.
3. **Non-faculty coach** – Anyone approved by the principal, superintendent, and/or local board of education in the normal course of employment procedures in accordance with applicable state law.
4. **Classified Employee** – Any individual employed by a member school or school system in a position that does not require a teaching license or the equivalent. A Classified Employee must be employed 30 hours or more per week in a non-coaching position and may not be an independent contractor or an employee of an independent contractor.

Use of a coach who does not meet all the requirements listed below or the use of a Non-faculty Coach or Classified Employee Coach who has not been submitted to the state office shall result in a fine of \$500.00. Use of a full-time certified teacher or retired educator who has not been submitted to the state office prior to the date of first contest allowed by the Sports Calendar shall result in a fine of \$50.00.

All coaches of Unified Sports must meet the coaching requirements of TSSAA and Special Olympics of Tennessee.

[NFHS Course Information \(See Below\)](#)

## Coaching Requirements Checklist

**Retired Educators** (five or more years of teaching experience) & **Full-Time Certified Teachers** (those who are currently teaching a minimum of 100 school days) are not considered non-faculty. These individuals have no other requirements. These individuals must be submitted by the principal to TSSAA each year.

### High School Classified Employees and Non-Faculty Coaches

\_\_\_\_\_ Must be approved by principal, director of schools, and/or school board each year.

\_\_\_\_\_ Must be submitted by the principal to TSSAA each year.

\_\_\_\_\_ Must successfully complete the NFHS “Fundamentals of Coaching” and “First Aid, Health, & Safety for Coaches” courses prior to coaching.\*

### **Middle School Non-Faculty Coaches**

\_\_\_\_\_ Must be approved by the principal, director of schools, and/or school board each year.

\_\_\_\_\_ Must be submitted by the principal to TMSAA each year.

\_\_\_\_\_ Must successfully complete the NFHS “Fundamentals of Coaching” and “First Aid, Health, & Safety for Coaches” courses prior to coaching.\*

*\*Coaches who have successfully completed the ASEP Coaches Education Course AND the TSSAA Online Coaches Training Session prior to May 15, 2013, will not be required to take the NFHS courses.*

### **NFHS Course Information**

## **Non-Faculty/Classified Employee Coaches Requirements**

All **classified employees and non-faculty coaches** must complete two courses prior to coaching: "Fundamentals of Coaching" and "First Aid, Health, and Safety for Coaches." The total cost for the two courses is \$150. Instructions for starting a course can be found [here](#).

Non-Faculty Coaches and Classified Employees who did not complete the ASEP Coaches Education courses (Coaching Principles and Sport First Aid) and pass the corresponding tests prior to May 15, 2013 are required to complete this training prior to coaching.

### **Access Instructions**

Persons required to take these courses will first have to register as a new user at [nfhslearn.com](http://nfhslearn.com). This can be done by selecting "Register" in the top right corner of the homepage. Participants will then select the two required courses from the "Courses" menu at the top of the page. Each participant must pay online with a credit or debit card when they register for the courses. Schools or other organizations wishing to purchase courses with a purchase order may do so as long as a minimum of 5 courses are purchased. If your school or organization is interested in this option please click [here](#).

## Verification of Completion

Upon completion of the course, coaches' names will appear in the online database at the following link: [User Lookup](#). Simply type the name of the coach and a record of completion will appear if the coach has completed the training. The coach must have a record of completion for both the "Fundamentals of Coaching" and "First Aid, Health, and Safety for Coaches" in order to have met the new requirements.

## NFHS Help Desk

If you encounter any technical difficulties during the registration or course-taking process, please click on the "Help" link in the top right of the NFHSLearn site. Here you will find some frequently asked questions, recommended computer settings, and contact information for the help staff at the NFHS.

**NOTE: Non-Faculty Coaches and Classified Employees must take the NFHS "Fundamentals of Coaching" and "First Aid, Health, & Safety for Coaches" courses prior to coaching. Coaches who have successfully completed the ASEP Coaches Education Course AND the TSSAA Online Coaches Training Session prior to May, 15, 2013 are not subject to this requirement.**

## NFHS Verification

Immediately upon completion of the NFHS courses, coaches' names will appear in the online database at the following [NFHS Search](#). Simply type the name of the coach and a record of completion will appear if the coach has completed the training. The coach must have a record of completion for both the "Fundamentals of Coaching" and "First Aid, Health, and Safety for Coaches" in order to have met the new requirements.

## ASEP Verification

Administrators can verify whether any coaches have met their ASEP requirement prior to May 15, 2013 by searching in the National Coaches Registry at the following link: [ASEP Search](#). A coach must have passed both "Coaching Principles" and "Sport First Aid" prior to May 15, 2013 to be exempt from the NFHS requirement. The record for a coach who has met the ASEP requirement should look like the example below. Note that both courses are listed with a date passed that is before May 15, 2013.



# American Sport Education Program

Athletes First, Winning Second

**COURSES AND TESTS**    **ORGANIZATION REQUIREMENTS**    **FIND A COACH**    **CONTACT US**

- ASEP Home
- About ASEP
- Store
- Free Resources from the American Sport Education Program
- For Coaches
- For Administrators**
  - Find a Coach in the ASEP National Coaches Registry
  - Generate a Report of Coaches for My Organization
  - Generate ASEP IDs
  - How to Offer ASEP Courses
  - How to Become an ASEP Instructor

### For Administrators

**Find a Coach in the ASEP National Coaches Registry**

**Name and Address:**  
 Mark Reeves  
 Springfield, TN 37172

**Course Record**

Course ID	Course	Date Passed
6	Coaching Principles	Apr 6 1998
16	Sport First Aid	Apr 6 1998

**Certification Record**  
 No certifications were found for this individual.

ASEP Example

If you are needing information on non-faculty coaches or classified employee coaches whom completed the ASEP Coaches Education Courses and TSSAA Online Coaches Training Session, please email the name of the individual and the school for whom they coached to: [Shonnie Speicher](mailto:Shonnie.Speicher@tssaa.org) and she will be able to determine if and when the individual completed the courses.