

HANNIBAL CENTRAL SCHOOL DISTRICT
HANNIBAL, NEW YORK

UNPAID ASSISTANT APPLICATION

Name: _____ Date: _____

Home Phone: _____ Cell Phone: _____ Email: _____

Address: _____
Street / P.O. Box# City State Zip

NOTE: ALL UNPAID ASSISTANTS ARE REQUIRED BY LAW TO HAVE DOCUMENTATION OF:

- Finger Printing Clearance
- Current First Aid For Coaches Certification
- Current CPR/AED For Adults Certification
- Concussion Management Certification
- Child Abuse Prevention Certification
- SAVE Certification
- Completion of all three Coaching Certification Classes within three years of initial unpaid position

Sport/Level: _____ Supervising Coach: _____

COACHING or OTHER RELEVANT EXPERIENCE:

Date From/To	Position/Job Duties
_____	_____
_____	_____
_____	_____

PLEASE USE THE SPACE BELOW TO SUMMARIZE ANY ADDITIONAL INFORMATION NECESSARY TO DESCRIBE YOUR FULL QUALIFICATION

HAVE YOU EVER BEEN CONVICTED OF ANY VIOLATION OF LAW OR ORDINANCE OTHER THAN MISDEMEANORS OR TRAFFIC VIOLATIONS? _____ Yes _____ No

APPLICANT'S CERTIFICATION AND AGREEMENT

I hereby represent that each answer to a question herein and on any attachments to the application, and all other information otherwise furnished is true and correct. I further represent that such answers and information constitute a full and complete disclosure of my knowledge with respect to the question or subject to which the answer or information relates. I understand that any incorrect, incomplete or false statements or information furnished by me during the selection process will subject me to disqualification from consideration or termination of my volunteer relationship at any time. I hereby authorize my former employers and organizations to which I volunteer services to furnish any other information they may have concerning me, including but not limited to character, general reputation, and personal characteristics. I understand that my volunteer services are for no definite period and may be terminated at any time without previous notice. All applications will be discarded after one year. Please complete a new application if you still wish to be considered after this lapse of time.

Signature: _____ Date: _____

ATHLETIC OFFICE CHECKLIST - UNPAID ASSISTANT

All Unpaid Assistant Applicants **MUST** possess a current...

	*YES (Date on Card)	NO, Scheduled Course Date/Location:
<u>First Aid for Coaches</u> Card	_____	_____ / _____
<u>Adult CPR/AED</u> Card	_____	_____ / _____
<u>Child Abuse Certification</u> Certificate	_____	_____ / _____
<u>S.A.V.E. - Schools Against Violence</u>	_____	_____ / _____
<u>Concussion</u> Certificate	_____	_____ / _____

Unpaid Assistants have three (3) years from their date of hire to complete the following New York State Education Department mandated Coaching Certification Courses (Certified Physical Education Teachers are exempt).

	*YES (Course Completion Date)	NO, Scheduled Course Date/Location:
Health Science Applied to Coaching	_____	_____ / _____
Philosophy, Principles & Organization	_____	_____ / _____
Theory/Techniques of Coaching - Part I	_____	_____ / _____
Theory/Techniques of Coaching - Part II	_____	_____ / _____

Additional Comments: _____

Supervising Coach's Recommendations/Comments:

Supervising Coach's Signature

Date

**Please provide copies of your current cards/certificates with your coaching application.*

APPLICANT SIGNATURE: _____ DATE _____

Please forward application to the Athletic Director for approval.

Athletic Director's Recommendations/Comments:

Athletic Director's Signature

Date

Hannibal Central School District

Unpaid Assistant Agreement

Name of Applicant for Unpaid Assistant Position: _____

Sport And Level: _ _ _ _ _ / _ _ _ _ _ Season: _ _ _ _ _ School Year: _____

Description: Unpaid Assistants have absolutely no administrative authority toward the team or an individual on a team they are assisting. To be approved as an Unpaid Assistant at Hannibal Central School District, the requirements outlined below must be agreed upon by the Unpaid Assistant. The Supervising Coach and the Athletic Director must both approve the recommendation to the Superintendent and the final appointment must be made by the Board of Education. NO Unpaid Assistant may begin coaching until they have been approved by the B.O.E.

- 1) Unpaid Assistants should never be put in a situation where they are alone with the team or any member of the team in any organized session (practices, games, team meetings, etc.). The Supervising Coach will always be present whenever such a session is held.
- 2) All Unpaid Assistants must have on file in the Athletic Office the following:
 - a. Unpaid Assistant Agreement
 - b. Application

Non-certified teacher & all Volunteer Coaches. must complete the following to coach in New York State:

- c. Fingerprinting clearance through NYS Education Department.
- d. Current first aid certification (valid for 3 years)
- e. Current CPR/AED (valid for 2 year)
- f. Child Abuse Course. Available free of charge at:
[https:// www.nysmandatedreporter.org/register/NoPassword/MRCBT.aspx](https://www.nysmandatedreporter.org/register/NoPassword/MRCBT.aspx)
- g. Violence Prevention & Intervention (SAVE) workshop. Available for a fee at:
<http://www.violenceworkshop.com/>
- h. Completed Temporary Coaches license. Done through NYS TEACH. Renewed annually.
- i. Completion of *Philosophy, Principles, and Organization of Athletics in Education* course within 2 years of initial appointment. Available through BOCES and on-line.
- j. Complete *Health Science Applied to Coaching* and the *Theory and Techniques of Coaching* (sport specific) course within three (3) years of initial appointment. Available through BOCES and on-line.

Teacher Coaches (excluding Physical Education) must complete the following to coach In New York State:

- c. Current first aid certification (valid for 3 years) approved courses
- d. Current CPR/AED (valid for 2 year) approved courses
- e. Completion of *Philosophy, Principles, and Organization of Athletics in Education* course within two (2) years of initial appointment. Available through BOCES and on-line.
- f. Complete *Health Science Applied to Coaching* and the *Theory and Techniques of Coaching* (sport specific) course within three (3) years of initial appointment. Available through BOCES and on-line.

- 3) An Unpaid Assistant should not request this position for the purpose of influencing the Supervising Coach's decisions on the participation of individual players or any other reason unrelated to the teaching of the athlete.
- 4) The purpose of the Unpaid Assistant is of instructional nature and focused on aiding the Supervising Coach in teaching and training the fundamentals of the sport and betterment of the athletes.
- 5) If at any time, the Athletic Director and/or Supervising Coach feel the Unpaid Assistant's services are no longer needed, an exit meeting will take place between the Athletic Director, Supervising Coach and Unpaid Assistant.
- 6) The Unpaid Assistant must understand the concept of "team privacy" and confidentiality and that the daily activities of the team must stay within the team.

The above mentioned guidelines have been read, understood, agreed upon and will be adhered to:

Unpaid Assistant's Printed Name

Unpaid Assistant's Signature

____/____/____
Date

Supervising Coach's Printed Name

Supervising Coach's Signature

____/____/____
Date

Athletic Director's Printed Name

Athletic Director's Signature

____/____/____
Date

TEACH ONLINE CERTIFICATION SERVICES NON-TEACHER COACHES APPLICATION PROCESS

Non-teacher coaches (including paid and volunteers) are required to apply through the NYSED TEACH online system. Instructions are noted below. Only set up your TEACH account one time. After you have established your account, you can access it to reapply for additional certification or to update personal information.

Setting up TEACH Account

- 1) Go to www.highered.nysed.gov/tcert/teach/ and click "TEACH Online Services" button.
- 2) If you are new to TEACH, click "Self Registration" to create a TEACH account. Follow steps to establish an account. 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. (If you already have a TEACH account click "Login to TEACH" to access your information.)
- 3) Once personal information is entered and verified in setting up your account, click "SUBMIT."
- 4) Keep track of your user ID and password!

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". Enter name of school indicating "From Date" first coached and "To Date" as current date. [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: "Other School Service"
 - 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 by clicking "Pathway: Individual Evaluation." Click "ADD." (If not applying for additional certification click "NEXT.")
- 7) Select Oswego County BOCES Regional Certification Office to complete the evaluation. Click "to be reviewed by the BOCES Regional Certification Office" and identify the school district you will be working with. It should automatically assign Oswego County 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."

Following application and payment of fee:

Documentation: Once you have applied and paid the fee, required documentation should be sent to: Oswego County BOCES For renewals, it will be necessary to provide updated first aid and CPR, along with any coursework verification that has not been credited on the Coach Profile. If you have questions about what is currently on file in the Certification Office, please contact **Contact Lisa Spencer** at (315) 963-4216 or by e-mail at lspencer@oswegoboces.org.

Evaluation: An evaluation will be completed by Oswego BOCES Certification Office and the evaluator will verify coursework in TEACH.

Superintendent's Statement: The Superintendent's Statement must be entered on TEACH by the school district for Temporary Coaching License applications to attest that the district is unable to appoint a certified teacher with the appropriate coaching qualifications for the coaching position. (The Superintendent's Statement is not required for Professional certification.)

Note: If you experience problems on TEACH, you can call the TEACH Help Line at 518-486-6041. For technical problems the applicant can send an email to <https://portals.nysed.gov/tcert/technical.htm> indicating the problem. From time-to-time, SED makes adjustments to TEACH and you may get a "System Error" message. All you can do is try later; there is nothing that BOCES can do to fix the problem.