

ST. MARYS MEMORIAL

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St. Marys, Ohio 45885

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Jim Hollman

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Leslie Laman

Athletic Secretary

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Coach:_____ **Sport:**_____

Required Coaching Checklist

Each coach or activity sponsor shall hold a valid Pupil Activity Supervisor Permit issued by the State Board of Education or the First Aid, Health and Safety certificate, a valid CPR Certificate, Coaching Fundamentals, Lindsay's Law and Concussion Certificate

All of the following requirements MUST be completed before coaching. Please provide the Athletic Office with a paper copy.

St. Marys Memorial Athletics

Renewals/Costs

- | | |
|--|----------------------------|
| 1. FINGERPRINTING | BCI
FBI - Every 5 years |
| 2. CREATE ODE ACCOUNT (OH/ID Online) | No Cost |
| 3. Rapback Enrollment with ODE (See Mindy Thiebeau) | |
| 4. Fundamentals of Coaching Class (Online) | \$65 (one time class) |
| 5. Create NFHS account | No Cost |
| Concussion Certification | Renew with PAP |
| First Aid, Health and Safety | |
| 6. Pupil Activity Permit OR First Aid, Health and Safety | \$45 (Online/In Person) |
| <i>Coach will not be paid, if not completed!!</i> | \$250 Fine if not complete |
| 7. Sudden Cardiac Arrest - Lindsay's Law (Online) | No Cost |
| | Renew yearly |
| 8. CPR Certification | \$??, cost may vary |
| 9. Create myOHSAA account - | Rules Meeting |
| Certification #'s and Expiration Dates of: | |
| PAP or First Aid, Health & Safety/CPR/Concussion/Lindsay's Law | |
| 10. Final Forms | No Cost |

More Coaching Requirements:

Public School Works: (St. Marys City Schools)

As of January 2023, Public School Works will now be used instead of Safe Schools. You will get an email when you have certifications that need to be completed. These certifications are a requirement by the State and they need to be completed before coaching. Please reach out to Mindy Thiebeau if you have any questions.

(This is NOT the PAP, CPR, LL or Concussion Certifications)

Transportation:

TripFinder information– Call Kelly Dicke with any TripFinder questions :)

This program is Web Based so anyone can view it. And anyone can enter a trip(s).

The fact remains all trips should be entered at least 3 weeks before departure date.

With this new program, once it is entered it will go to the appropriate people to approve it. Once it is approved it will be sent to the next person and so on until it reaches the transportation department for scheduling of a bus or van.

When logging in, Client ID is **smriders**

You should be able to use the same email you use to log into your school email account.

If you do not have a school email, you will need to contact me to enter your password in the program.

This is the link you can use <https://transfinder.smriders.net/tripfinder/>.

This can also be downloaded to mobile devices.

This is new to all of us, so please be patient.

If you have any questions, please let me know.

Thanks, Kelly Dicke 419-300-1403

FinalForms:

FinalForms is an online database where athletes/parents can create an account and update any medical history. It also allows coaches to log in and find any contact information or medical information. If you do not have an account, please notify the Athletic Department. Mr. Hollman or Mrs. Laman will help you get started; you will then need to accept the account and keep your certifications up to date.

FINALFORMS Link: <https://smriders-oh.finalforms.com/>

HELPFUL INFORMATION:

HomeTown Ticketing:

Buy school event tickets online with the HomeTown Fan App. Download the App, Select our School, Choose Event, and Buy Tickets.

Coaches Passes:

We give out a yearly coaches pass for any coach/volunteer to attend regular season HOME Sporting events for free!!

This is only for your immediate family. (This is NOT for grandparents, grandkids, aunts, uncles, cousins)

See Mr. Hollman for your pass.

Athletic Website:

www.roughridersports.net/ / VNN will be used for posting team information, sharing athletic information/tickets, posting scores/results, schedules and sharing photos. We can invite you to edit your own team and/or you can share your scores/information with Mrs. Laman and she will post it for you. Parents/Family enjoy seeing the success of our athletes. If you're interested in posting scores/results, let Mrs. Laman know and she will invite you as an editor to VNN.

DETAILS

1. Fingerprinting– After Mr. Hollman recommends you to the Board of Education for your coaching supplemental, Mindy Thiebeau, Superintendent Secretary, will be contacting you for fingerprinting.

Mindy Thiebeau 419-300-1453

Mindy will need the following information from you:

- Address
- Email Address
- Phone Number

Please bring valid Ohio driver's license when you go to complete fingerprinting.

2. Create ODE - OH/ID Account (online)

This account will allow you to take the online courses for certification. (after creating your account, it usually takes 24 hours for information to process.)

Go to: safe.ode.state.oh.us/portal

Click on OH/ID Portal

Log in to access the Ohio ID Portal using your OH/ID Account or Create New Account. Follow the steps.

3. Rapback Enrollment with ODE - (online)

4. NFHS Fundamentals of Coaching Class (one time class) \$65.00 fee

All coaches, paid or volunteers, in grades 7 through 12 in Ohio are required to take the NFHS Fundamentals of Coaching course as a **one-time** fulfillment.

To purchase and register for the online version of Fundamentals of Coaching course:

Go to www.nfhslearn.com, search for Fundamentals of Coaching.

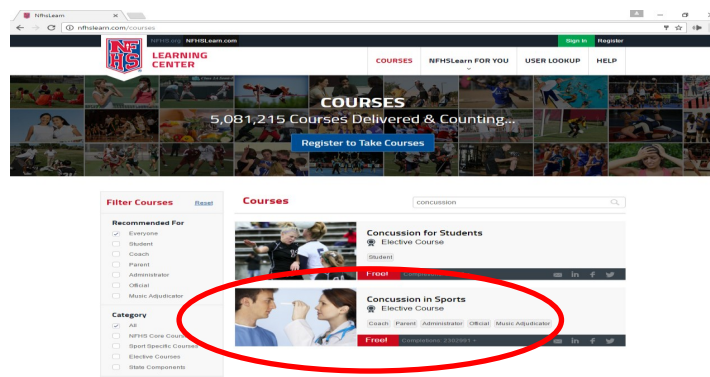
You will then be able to complete the course. There are 6 chapters to this

5. Log in NFHSLearn.com

Concussion Certification– complete online

Once you're logged in you will see a “**Courses**” at the top of the screen. Click **Courses** and type in the course you're searching for in the search bar.

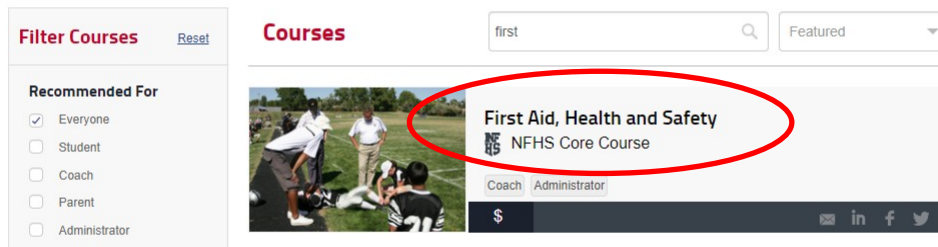
Concussion in Sports is the course you will need to complete. A certificate of completion may be printed out upon successful completion of the training. The Athletic Department does not need a copy. Please enter information into your myOHSAA account and FinalForms.



First aid, Health and Safety– complete online

Same directions as above on how to access this course.

If you can't attend a Pupil Activity Permit class, this course online works as the same certification as the PAP.



6. Pupil Activity Permit

Obtain a Pupil Activity Validation Permit approved by the Ohio Department of Education — renew every 3 years.

The Ohio Department of Education will issue a Pupil Activity Supervisor Permit upon evidence of successful completion of:

- 1.) A nationally recognized first-aid training program as designated on the approved list provided by the Ohio Department of Education.....our League (**\$45 Fee**) will be offering such a class on

Date: _____ Location: _____ Time: _____

OR

- 1C.) Online option, Go to www.nfhslearn.com, click on courses and search “First Aid, Health and Safety course - \$45.00.

If you attend the PAP Class, **you still have to register and pay for your Certificate.** The certificate they give you or send to you is only a participation certificate. You must go to the ODE Website to receive your actual certification. This will happen once it's paid for. The State will charge a fine of \$250.00, if any coach does not have their Certification completed. It's your responsibility to have this completed before the season starts. The fine will also be yours to pay. If you need help or have questions you can always call the Athletic Department.

7. Sudden Cardiac Arrest– Lindsay’s Law (Online)- renew every year

Go to *www.roughridersports.net*

Go to the **MORE** tab, Coaches Information and then click on “**Lindsay’s Law Video**”

Scroll down to the screen and find **For COACHES:**

Watch the required video

Watch the video on YouTube, when done watching go to *www.roughridersports.net* then the **MORE** tab and click “**Lindsay’s Law Form**”

Fill out the form and update your myOHSAA account/FinalForms

8. CPR Certification

Fulfill this requirement through a course approved by your school or district. Depending upon the sponsor organization, the CPR Certificates are valid for one or two years. Please note, only CPR certificates that have been awarded through participation in an American Red Cross or an American Heart Association class are accepted.

9. Create myohsaa account– (myohsaa.org)

Please input your Certification numbers and Expiration dates of:

PAP, CPR, Concussion and Lindsay’s Law

If you do not have an OHSAA account, please let Mr. Hollman or Mrs. Laman know. We can send you an invitation link.

Also, please upload your certificates in FinalForms. If you did not get your finalforms verification email, please let the Athletic Department know.

10. FinalForms -

Please accept your invitation to access and update your FinalForms account. This account is used for accessing your athletes EMF’s and coaching certificates.

Check it out!!

WWW.ROUGHRIDERSPORTS.NET

Scores, Rosters, Schedules, Forms and more!!



GO RIDERS!!