



Reynolds School District

531 Reynolds Road, Greenville Pa 16125, Mercer County

Phone: 724-646-5501

TO: Head, Assistant and Volunteer COACHES
FROM: Steve Waleff, Athletics Director/Athletics Trainer
RE: PIAA Registration / Mandatory Trainings

First of all thank you for coaching for the Reynolds School District. Below are the steps that you need to take to comply with PIAA regulations. Beginning in 2018, all paid and volunteer coaches must register with PIAA and set-up a coach profile that will follow you wherever you coach. You must take several coaching online courses and print out two certificates from each category of coursework. You must then upload the certificates to the PIAA website under your profile and provide the district personnel office with copies. The Concussion and Cardiacwise training certificates do not get uploaded as they are required annually and just turned into the schools.

1. [REGISTER WITH PIAA / SET-UP COACH PROFILE:](#)

Each coach will need to go to the PIAA website at www.piaa.org and log-in on the gold box in the top right corner of the screen - click the coaches tab. Each coach will need to create a profile by clicking "Register" and follow the steps to create a new user profile. Once you have created a profile you can then access the Coaching Education System. When logged in select each school you will be affiliated with (you can add or delete at later dates). Simply start typing the school name and the system will match it with available schools (Reynolds should get you to us!).

2. [OBTAIN MANDATORY TRAININGS:](#)

You can access the SafeSchools Training website at <https://reynolds-pa.safeschools.com/login>. Each coach will need to obtain from Mrs. Combine in the district Personnel Office or your head coach, a username/password to log on. We are using employee IDs for both username and password. There are 11 courses in the "Fundamentals of Coaching Coursework" module and 6 courses in the "First Aide Coursework" module for an approximate total of 7 hours of training, which are mandated and required by PIAA for paid and volunteer coaches. There are 2 more course modules for Concussion and Cardiacwise for an approximate total of 1-1/2 hours of training that have to be done each year, and those certificates are not uploaded to PIAA. If you have supplied certificates from a different training vendor, they are acceptable, and you do not have to redo those trainings as long as the trainings are dated after July 1st.

3. [UPON COURSEWORK COMPLETION:](#)

When you have completed all of the courses, please email Mrs. Combine (scombine@reynolds.k12.pa.us) to let her know you have finished the trainings. You do not need to supply copies to her; she can now print them from Safe Schools. She will then go into your coach profile and merge all of your courses into 2 separate certificates. She will email you back with instructions on accessing your two certificates to upload to PIAA. If you have taken the Concussion and Cardiacwise trainings, she'll be able to print those off as well, and you will not have to bring in copies.

4. [UPLOAD TRAINING CERTIFICATES TO PIAA:](#)

In the PIAA Education Requirements section you will upload certificates of completion or transcripts to support completion of the required coaching and first aid courses. You will need to save them to your computer as a PDF document in order to upload to PIAA.

[This coursework is required for you to begin coaching.](#) As an Athletic Director I will be able to look on-line and see that you have completed these programs and satisfied the new PIAA requirement. Luckily, this requirement is only ONCE in your coaching career except for concussion and cardiac training. If you have difficulties, please let Mrs. Combine know. Also, please provide her with copies of your certificates to be maintained in your personnel files.

It isn't said enough but thanks for all you do to help the students at Reynolds School District!