



VHSL Coaches Eligibility Form (CEF-1) – INSTRUCTIONS

REQUIREMENT

The Principal or his/her designee is responsible for filing the Coaches Eligibility Form (CEF-1) with the VHSL office. Only the CEF-1 may be used. The form should include the names of ALL athletic coaches at your school and is due in the VHSL office no later than **MAY 1** each year.** Coaches who coach multiple sports need only be listed once. The CEF-1 form MUST be submitted electronically. Failure to submit the form on time will result in a \$100.00 fine; additional sanctions could also be imposed.

Veteran coaches may be exempt from Coaching Principles (ASEP) or Fundamentals of Coaching (NFHS), but ALL athletic coaches must complete the VHSL (State) Component.

Completed forms should be emailed to Kelley Haney (khaney@vhsl.org).

INSTRUCTIONS FOR COMPLETING THE CEF-1

1. Find the CEF-1 Form under “Forms” on the VHSL website. The form is a WORD Template and has a file type/extension of “.dot.”
2. Open the form and SAVE it on your computer using the following filename format, “cef-schoolcode-yyyymmdd.dot” (e.g., Rockbridge County High School would name a file saved on June 15, 2015 as “cef-rkco-20150615.dot.” Your four-letter “school code” is listed in the VHSL Directory next to your school name.
3. At the top of the form, fill in your school name, your school code (see #2, above) and select the school year from the drop-down list. The school year selected should be that of the school year just completed. (For example, a form submitted June 15, 2015 would include the names of all coaches at your school during the 2014-15 school year.)
4. Use columns provided to list the names of all athletic coaches at your school. Provide month and year in “mm/yyyy” format (May 2015 = 05/2015) for any/all courses completed by each coach. Indicate the source of the certified program completed to meet each requirement (e.g., ASEP, NFHS). Veteran coaches may be exempt from Coaching Principles (ASEP) or Fundamentals of Coaching (NFHS), but ALL athletic coaches must complete the VHSL (State) Component. For veteran coaches to whom the coaches education requirement does not apply, provide Last Name, First Name, M.I., Date of First Hire, and type “WAIVED” in the **last** column (all other columns may be left blank).
5. SAVE the completed form (see #1, above), and email it as an attachment to khaney@vhsl.org . The subject line of the email should read “CEF-schoolname” (where schoolname is the name of your school).