



VHSL Coaches Eligibility Form (CEF) – INSTRUCTIONS

REQUIREMENT

The Principal or his/her designee is responsible for filing the Coaches Eligibility Form with the VHSL office. Only this form 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 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.

Completed forms should be emailed to Carrie Little (clittle@vhsl.org).

INSTRUCTIONS FOR COMPLETING THE COACHES ELIGIBILITY FORM

1. Find the Coaches Eligibility Form on the “Coaches Education” page of the VHSL website (<http://www.vhsl.org/coachesed>). The form is an EXCEL template and has a file type/extension of “.xlsx.”
2. Open the form and SAVE it on your computer using the following filename format, “cef-schoolcode-yyyymmdd.xlsx.” (e.g., Rockbridge County High School would name a file saved on May 1, 2017 as “cef-rkco-20170501.xlsx.” Your four letter “school code” is listed in the VHSL Directory next to your school name.
3. At the top of the form, select your school name, school code, and school year from the drop down lists. The school year selected should be that of the current school year. For example, a form submitted May 1, 2017 would include the names of all coaches at your school during the 2016-2017 school year.
4. Use columns provided to list the names of **all athletic coaches** at your school. Provide the month and year in which coaches completed their respective requirements in “mmyyyy” format. The form will automatically change any date you enter in any of the date columns to this format. Indicate the source of the program completed to meet each requirement; e.g., Human Kinetics (HK) or NFHS.
5. SAVE the completed form (see #2 above), and email it as an attachment to Carrie Little clittle@vhsl.org. The subject line of the email should read “CEF – School Name.”