



## 2024-2025 AIA SPIRITLINE

### COACHING REQUIREMENTS & CERTIFICATIONS

#### DETAILS & INSTRUCTIONS

Starting the summer of 2024, AIA Spiritline revised its coaching requirements and certifications. Many factors went into the decision to streamline the requirements & processes based on the knowledge that coaches' time is invaluable, and we do not want to waste it.

**After reading the explanation here, please see below for further details and instructions.**

First, coaching certifications are no longer tied to the coaches conference (now meeting) and attendance by all is no longer mandatory. All coaches are still required to take the NFHS Exam and participate in the NEW AIA Spiritline Information Course. The new course replaced the general AIA information part that was covered at the conference and now gives us an opportunity to go into more detail on important areas such as policies, sideline cheer and pom, working with your administrators, and more. It also gives coaches and administrators something to reference back to. This is also more consistent with how other coaches at your school do their certification each year.

The Spiritline Coaches Conference is now a Spiritline Championship Informative Meeting. Any school that plans to compete at an AIA Championship during the season, **must plan to have 1 person attend the meeting**. For those schools that do not intend on competing, attendance is not required. For now, the meeting will continue to be in-person as the AIA executive team feel that championship information and details are best discussed face-to-face. With the change in flexibility regarding attendance, we will not be having any sort of make-up meeting. The date for the meeting each season is set and communicated to coaches and AD's in late-February, early-March. The meeting does take place in the Phoenix greater area. Coaches should work as early as possible with their administrator on logistical arrangements to attend this required meeting. Any issues regarding travel should be directed to Dr. Jim Dean through the Athletic Director.

Please continue below.



## COACHING REQUIREMENTS & CERTIFICATIONS DETAILS

*For practices, games and other school events, the following 3 items are **REQUIRED** for all coaches who are employed by the school (this includes head, assistant, JV or any other coach employed by the school).*

### **NFHS SPIRIT RULES EXAM**

Details of the exam:

- Completed through the AIA Dashboard at no cost on an annual basis
- The exam becomes available on the AIA Dashboard at the end of July/early August and remains available until the end of the school year.
- Coaches who completed the exam the prior year are permitted to fully run practices during the summer as we understand schools in Arizona start earlier than the exam is available (this exam comes directly from the NFHS who releases it later than we start school).
- The exam has not been taken at the in-person conference (now meeting) for many years. Like it has been, it will be taken on the coach's own time.
- **The exam should be taken within 2-3 weeks after it is available.**

**NEW THIS YEAR** - It is the responsibility of the high school principal or athletic director to ensure the completion of the NFHS Exam for all employed coaches. It can be confirmed on your Dashboard. You do not need to send a copy to the AIA.

### **NFHS CONCUSSION IN SPORTS**

- Completed through the NFHS website and taken one time during your employment at your school.
- It is the responsibility of the high school principal or athletic director to obtain a copy of the completed and passed concussion course for all employed coaches.
- There is no tracking of this course for State Championships.

### **NEW THIS YEAR – ONLINE AIA SPIRITLINE INFORMATION COURSE**

- Completed through the AIA Dashboard at no cost on an annual basis.
- The course becomes available on the AIA Dashboard at the end of July/early August and remains available until the end of the school year.
- The course is intended to provide our coaches with the general AIA information and Spiritline specific information they will need each year. It will not go into detail the specifics of our championships. For that, coaches will need to attend the in-person meeting (information below).
- **The course should be completed within 2-3 weeks after it is available.**



*For State Championships, the following item is **REQUIRED** for one coach of the team who plans to attend any AIA Championship.*

### **AIA CHAMPIONSHIP INFORMATIVE MEETING**

- August 3, 2024
- 10am-1pm
- Location: Willow Canyon High School
- Meeting will cover all items associated with our AIA Championships, such as:
  - ✓ Championship dates & details
  - ✓ Registration dates & details
  - ✓ Scoresheets
  - ✓ Division/Category announcements
  - ✓ Penalty and Deduction Process
  - ✓ Other Policies and Procedures
  - ✓ Expectations for Coaches
  - ✓ Opportunities with partners and other guest speakers

Most of all, an opportunity to converse with other coaches and speak directly with Emily and Annie regarding how we can support you as you prepare for our State Championships.

### **How the NFHS Exam and the AIA Information Course is tracked for State Championships:**

- At the close of registration for each championship (Game Day/AG & PS and Traditional done separately), we will pull the list of coaches who completed the NFHS Exam *and* the Online Course through the AIA Dashboard. That list will be used as our approved coach list for our championships.
- Remember, if you do not plan to compete, you must still complete the items above, but the AIA will not track it. We will only track those who register for competition.
- For AIA purposes, choreographers and skills coaches are not required to take the NFHS Exam as we would assume they are *only* working with a team with an employed/certified coach present.

### **USE THIS TO TRACK YOUR PROGRESS**

I am an employed coach in AZ, so I have...

- Completed the NFHS Exam and provided your school's administration proof of completion on your AIA Dashboard.
- Taken the NFHS Concussion in Sports.
- Completed the AIA Spiritline Online Course through the AIA Dashboard.

I also plan to have my team complete, so I have...

- Completed both the NFHS Exam and the Spiritline Online Course
- Had at least one representative from my school attend the in-person Informative Championship Meeting.



## NFHS SPIRIT RULES EXAM & INFORMATION COURSE INSTRUCTIONS

### **How to Access the Courses:**

If you are a Head Coach and already in the AIA Dashboard, the courses will appear as required courses.

If you are an Assistant/JV Coach (this can also include choreographers, skills coaches, junior high coaches or other) and are not in the AIA Dashboard, follow the steps below:

1. Go to <https://admin.aiaonline.org>
2. At the bottom of the page, in the middle of the screen, select the option to create a NEW ACCOUNT – by selecting “Create Account”
3. It will ask you for the following:
  - a. Your name
  - b. An email address which will become your username
  - c. A password with at least 8 characters
  - d. Confirm you are not a robot
4. It will then bring you to a page with a tab labeled “Online Workshops” to be selected
5. Find the courses

### **What the Courses will look like in the Dashboard:**

2024-25 AIA Coaching Workshops – 2024 Cheer Coaching Exam – *this is the NFHS Spirit Rules Exam for Cheer Coaches*

2024-25 AIA Coaching Workshops – 2024 Dance Coaching Exam – *this is the NFHS Spirit Rules Exam for Dance Coaches*

2024-25 AIA Coaching Workshops – 2024 Cheer & Dance Coaches – *this is the Online Spiritline Information Course*

### **Other Important Information:**

- You will have multiple chances to get the right answer to each question to ensure you pass the exam.
- If you are a Program Director, or plan to be the main registered coach for both cheer and dance at competitions, you will need to take both the cheer and dance exam.
- You will need to take a screenshot of your completed NFHS Exam and completed Online Course to share with your AD. You NO NOT need to send them to the AIA.
- Skills coaches & choreographers are welcome to take the courses but are not required to as they should not be running practices without a coach who has completed the courses.
- The AIA will pull the list of coaches who completed the NFHS Exam and Online Course at the time of championship registrations. The list of coaches who completed the items will be posted.

Please be sure to review the 24-25 Coaching Requirements & Certifications on our webpage for other questions regarding certification. <https://aiaonline.org/activities/spirit-lines>

Please email [estephens@aiaonline.org](mailto:estephens@aiaonline.org) and [avalencia@aiaonline.org](mailto:avalencia@aiaonline.org) if you have any additional questions.