

**MISSOURI STATE HIGH SCHOOL ACTIVITIES ASSOCIATION  
HARDSHIP COACHING APPLICATION**

This form is to be used ONLY to apply for approval to employ non-certified personnel (under 60 college hours) to serve as an **assistant** athletic coach under the hardship provision contained in By-Law 125-d cited below:

“e. The Board of Directors may approve a request for a waiver of the requirement of a valid Substitute or Temporary (Provisional) Teacher’s Certificate for an assistant coach due to unforeseen, unavoidable, or unusual circumstances. However, the requirements outlined in “a” and “b” must still be met.”

The following information is to be provided in full and submitted by the principal or superintendent to the Missouri State High School Activities Association, P.O. Box 1328, Columbia, Missouri 65205-1328 or by FAX (573-875-1450) or preferably by email ([diane@mshsaa.org](mailto:diane@mshsaa.org)).

**COMPLETE INFORMATION ON BOTH SIDES OF THIS FORM, MUST BE PROVIDED BEFORE PROCESSING CAN OCCUR. The individual is not eligible for the position until the school receives MSHSAA approval.**

It is hereby certified that this school has attempted and is unable to fill an assistant coaching position under the terms of By-Law 125. This request is made to permit:

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**School Year:** \_\_\_\_\_

**Coach’s Name:** \_\_\_\_\_

**Sport/Activity:** \_\_\_\_\_ **Boys:**  **Girls:**

**Background Check Completed:** YES:  NO:

**MSHSAA USE ONLY: OFFICIAL ACTION**

- Approved**
- Disapproved (see explanation below)**
- Coaches Education Completed**
- Background Check Completed**

**FURTHER REQUIREMENTS/EXPLANATIONS**

- Coach must complete the online NFHS Fundamentals of Coaching Course to be approved as a MSHSAA school coach in any subsequent school year.**
- Coach must meet the first aid requirement to be approved as a MSHSAA school coach in any subsequent school year.**
- Coach must complete the online MSHSAA By-Laws Exam to be approved as a MSHSAA school coach in any subsequent school year.**
  
- Coach must complete the online NFHS Fundamentals of Coaching Course for approval this school year.**
- Coach must complete the First Aid requirement for approval this school year.**
- Coach must complete the online MSHSAA By-Law exam for approval this school year.**
- Coach must complete background check for approval this school year.**



\_\_\_\_\_  
*Signature – MSHSAA Executive Director*

\_\_\_\_\_  
*Date*

**Comments:**

**(OVER)**

3. Are there any school faculty members or administrators who have indicated availability to fill this coaching position?

Yes  No

4. Are there any qualified non-faculty personnel (under By-Law 125) indicating availability to fill this coaching position?

Yes  No

5. This vacated coaching position must be open for a minimum of 30 days and advertised in the nearest major area newspaper (i.e., Columbia Daily Tribune) OR on an educational website (i.e., www.moteachingjobs.com). Please list the source(s) where this coaching position was advertised:

1. \_\_\_\_\_
2. \_\_\_\_\_

6. Please provide the dates that the position was advertised in the newspaper/website listed above:

Beginning Date: \_\_\_\_\_ Ending Date: \_\_\_\_\_

7. Statements of proof why it is necessary to employ non-certified personnel for the assistant coaching position. Be sure to explain in full details what the unforeseen, unavoidable, or unusual circumstances are: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

8. Statement affirming that this position is required to maintain the existence of the program and/or necessary to maintain an adequate safety level or proper supervision: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

9. An in-service program must be completed by this person prior to working with students at your school. Briefly explain the in-service training that will be provided to this coach: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Signed: \_\_\_\_\_  
*Principal or Superintendent*

Date: \_\_\_\_\_

School: \_\_\_\_\_

E-mail: \_\_\_\_\_