

# COACHES & OFFICIALS FORMS

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## Coaches & Officials Forms

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Note: The Sports Officials Application is no longer available in a printable form. Please submit your application via our new online process at:  
<https://app.arbitersports.com/registration/official?org=9890&role=3>

If you have any questions, please contact Russ Schreckenghost at 907-375-4400 or via email at: [schreck@asaa.org](mailto:schreck@asaa.org)

# BOOK ORDERS FOR 2023-24

All order forms must be accompanied by a check or purchase order. NFHS sends rule books throughout the year as they are published with revised rules. The ASAA office will fill your order as these books become available, so please expect your order to come in partial shipments. Also, book orders are non-refundable. Mail this order form with a check, or email or fax with purchase order number or credit card information to:

**Alaska School Activities Association  
4048 Laurel Street Suite 203  
Anchorage, Alaska 99508  
Email: office@asaa.org**

**Member School or Organization**

**Date of Order**

**Printed Name of Person Ordering**

**Phone**

**Shipping Information (there is no shipping charge if orders are picked up in the office.)**

\_\_\_\_\_ **Order will be picked up at ASAA office.**

\_\_\_\_\_ **Please send books to the following address:**

**Contact Person receiving orders** \_\_\_\_\_

**Street Address** \_\_\_\_\_

**City** \_\_\_\_\_ **Zip Code** \_\_\_\_\_

**Payment Method (orders will not be processed unless accompanied by payment)**

Total Number of Books Ordered: \_\_\_\_\_ x \$7.50 each \_\_\_\_\_ + 15% shipping \_\_\_\_\_ Total \$ \_\_\_\_\_

Total Number of Books Ordered: \_\_\_\_\_ x \$10.00 each \_\_\_\_\_ + 15% shipping \_\_\_\_\_ Total \$ \_\_\_\_\_

Total Number of Books Ordered: \_\_\_\_\_ x \$15.00 each \_\_\_\_\_ + 15% shipping \_\_\_\_\_ Total \$ \_\_\_\_\_

Payment Method: \_\_\_\_\_ Check made out to ASAA \_\_\_\_\_ Purchase Order # \_\_\_\_\_

Credit Card: \_\_\_\_\_ Visa \_\_\_\_\_ Mastercard \_\_\_\_\_ American Express \_\_\_\_\_ Discover

Card # \_\_\_\_\_ Card CVV# \_\_\_\_\_

Expiration Date: \_\_\_\_\_ Signature \_\_\_\_\_

**ALASKA SCHOOL ACTIVITIES ASSOCIATION**

Scan and email this form to office@asaa.org

# BOOK ORDERS FOR 2023-24

**ASAA:**

QTY	TOTAL
_____ ASAA HandBook w/o Forms - (\$10.00)	_____
_____ ASAA Forms Only - (\$10.00)	_____
_____ ASAA Handbook & Forms - (\$15.00)	_____
Total Books Ordered: \$	_____

**BASEBALL:**

QTY	TOTAL
_____ Rule Book (\$7.50 ea)	_____
_____ Case Book (\$7.50 ea)	_____
_____ Umpire's Manual 2022-24 (\$7.50 ea)	_____
_____ Rules Simplified & Illustrated (\$10.00 ea)	_____
_____ Scorebook (\$10.00 ea)	_____
Total Books Ordered: \$	_____

**BASKETBALL:**

QTY	TOTAL
_____ Rule Book (\$7.50)	_____
_____ Case Book (\$7.50)	_____
_____ Handbook 2022-24 (\$7.50)	_____
_____ Official's Manual (\$7.50)	_____
_____ Rules Simplified and Illustrated (\$10.00)	_____
_____ Basketball Scorebook (\$10.00)	_____
Total Books Ordered: \$	_____

**CROSS COUNTRY RUNNING**

QTY	TOTAL
_____ Rule Book (\$7.50)	_____
_____ XC Running Scorebook (\$10.00)	_____
Total Books Ordered: \$	_____

**FOOTBALL:**

QTY	TOTAL
_____ Rule Book (\$7.50)	_____
_____ Case Book (\$7.50)	_____
_____ Official's Manual 2022-23 (\$7.50)	_____
_____ Rules Simplified and Illustrated (\$10.00)	_____
Total Books Ordered: \$	_____

**GYMNASTICS:**

QTY	TOTAL
_____ Rule Book & Manual 2022-24 (\$10.00)	_____
_____ Gymnastics Scorebook (\$10.00)	_____
Total Books Ordered: \$	_____

**HOCKEY:**

QTY	TOTAL
_____ Rule Book (\$7.50)	_____
Total Books Ordered: \$	_____

**SOCCER:**

QTY	TOTAL
_____ Rule Book (\$7.50)	_____
_____ Soccer Scorebook (\$10.00)	_____
Total Books Ordered: \$	_____

**SOFTBALL:**

QTY	TOTAL
_____ Rule Book (\$7.50)	_____
_____ Case Book (\$7.50)	_____
_____ Umpire's Manual 2022 & 2023 (\$7.50)	_____
_____ Scorebook (\$10.00)	_____
Total Books Ordered: \$	_____

**SPIRIT:**

QTY	TOTAL
_____ Rule Book (\$7.50)	_____
Total Books Ordered: \$	_____

**SWIMMING & DIVING:**

QTY	TOTAL
_____ Rule Book (\$7.50)	_____
_____ Swimming Scorebook (\$10.00)	_____
Total Books Ordered: \$	_____

**TRACK & FIELD:**

QTY	TOTAL
_____ Rule Book (\$7.50)	_____
_____ Case Book (\$7.50)	_____
_____ Official's Manual 2023-24 (\$7.50)	_____
_____ Track & Field Scorebook (\$10.00)	_____
Total Books Ordered: \$	_____

**VOLLEYBALL:**

QTY	TOTAL
_____ Rule Book (\$7.50)	_____
_____ Case Book & Official's Manual (\$7.50)	_____
_____ Volleyball Scorebook (\$10.00)	_____
Total Books Ordered: \$	_____

**WRESTLING:**

QTY	TOTAL
_____ Rule Book (\$7.50)	_____
_____ Case Book & Official's Manual (\$7.50)	_____
_____ Wrestling Scorebook (\$10.00)	_____
Total Books Ordered: \$	_____

**FOR OFFICE USE** \_\_\_\_\_

# WAIVER OF COACHES CERTIFICATION REQUIREMENT

The ASAA Coaches Education Program requires that all high school level coaches who have direct supervision of students be certified within two weeks of the beginning of their season. This may include head coaches and assistant coaches at all levels, as well as non paid coaches and coaches of outsourced programs. If requested by the school, ASAA Executive Director may grant to a coach, one-time only, a waiver of the certification requirement. The waiver is good only until the completion of the current sports season and will not be granted without the successful completion of the NFHSlearn Concussion Awareness and Sudden Cardiac Arrest courses.

<b>Name of school district</b> _____	<b>Name of school</b> _____	<b>Date of Request</b> ____/____/____
<b>Coach's name</b> _____	<b>Sport(s)</b> _____	<b>Sports gender</b> <input type="checkbox"/> Girls <input type="checkbox"/> Boys

**Reason for requesting a waiver – be specific**

\_\_\_\_\_

**Future plans for meeting the requirement – be specific**

\_\_\_\_\_

**SCHOOL PRINCIPAL MUST COMPLETE THIS SECTION**

Principal's name (please print) \_\_\_\_\_

Principal's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**FOR OFFICE USE ONLY**

<b>Executive Director's decision</b> <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED	<b>Executive Director's signature</b> _____	<b>Date</b> _____
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**Comments**

\_\_\_\_\_

**ALASKA SCHOOL ACTIVITIES ASSOCIATION**  
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# REQUEST FOR EQUIVALENT CERTIFICATION FOR FIRST AID

Alaska Coaches Education Program

Coach Name: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

The NFHSlearn First Aid, Health and Safety course is the preferred course for meeting the First Aid requirement. Other courses have been pre-approved for Equivalent Certification. A list of these courses can be found at <http://asaa.org/wp-content/uploads/Pre-Approved-Courses-1.pdf> . For any other courses you must apply for Equivalent Certification

## Equivalent Certification must include the following core areas;

- Breathing Emergencies
- Sudden Illness
- Environmental Emergencies
- Soft Tissue Injuries
- Skeletal Injuries
- Other Health and Safety issues (Skin Conditions, Mental Health, Blood Pathogens)

## For Equivalent Certification you must meet one of the following

- Degree in Medical Field from accredited college/university
  - ✓ Official transcript
  - ✓ Health care provider license
- Documentation of courses taken related to first aid
  - ✓ Certification – include organization and dates
  - ✓ Description of information covered
  - ✓ Hours of instruction

If your request is approved you will be notified via email.

**ALASKA SCHOOL ACTIVITIES ASSOCIATION**

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# Request for Equivalent Certification for Fundamentals of Coaching

Alaska Coaches Education Program

Coach Name: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

## Equivalent Certification must include the following core areas;

- Educational Athletics Coaching Philosophy
- Sport Psychology
- Teaching Sports Skills
- Sport Physiology
- Sports Management & Legal Issues

## For Equivalent Certification you must meet one of the following

- Major or Minor in Coaching from accredited college/university
  - ✓ Official transcript
- Courses from accredited college/university related to coaching
  - ✓ Official transcript
  - ✓ Course content guides – Syllabus
- Certification from another organization related to coaching
  - ✓ Certification – include organization and dates
  - ✓ Description of information covered
  - ✓ Hours of instruction

If your request is approved you will be notified via email. At that time you will be required to complete the Alaska State Component from NFHSlearn

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# SPORTS OFFICIALS SELECTION BALLOT (STATE CHAMPIONSHIPS)

**Check which state tournament this ballot applies to:**

Baseball    Basketball    Hockey    Soccer    Softball    Volleyball    Wrestling

BALLOT INFORMATION: Please vote for any four (4) officials from throughout the state. Your written selections will count as your regional/conference vote, regardless of where the official lives. For example, a school in Region 1 may vote for an official from Region 3. Please prioritize your officials selection by writing your first choice in the “Selection #1” box, your second choice in the “Selection #2” box, etc. *It is your responsibility to verify the availability of nominated*

**School Name**

**Region / Conference**

**Name of Person submitting ballot**

**Classification / Division (check one)**  
 1A    2A    3A    4A    DI    DII    MIX SIX

## BALLOT

**Selection #1**

**Selection #2**

**Selection #3**

**Selection #4**

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