



## **Senior High Coaches Pre-Employment Checklist**

***NO ONE may start coaching/working with students until all requirements listed below have been satisfactorily completed.***

### **Step 1 - Forms due to Human Resources:**

- ▶ Employment forms, available from the Human Resources office, must be completed by all new employees. Identification such as driver's license AND social security card OR passport is required; other forms of ID listed on 1-9 form are also acceptable.
- ▶ Fingerprinting is mandatory for all coaches who are not currently employed by the school district. Please pick up a fingerprint form in person from Human Resources, District Office, 526 B Street, Davis. Office hours are 7:30 a.m. to 4:00 p.m., Monday through Friday. Phone is (530) 757-5300 ext. 102
- ▶ TB test New hires: within past 60 days is mandatory unless transferring from another school district or County Office of Education. Returning coaches: test valid for 4 years
- ▶ Mandated Reporter Training – **REQUIRED ANNUALLY** within 6 weeks of employment  
<http://educators.mandatedreporterca.com/default.htm>

### **Step 2 - Proof of completion to Athletic Secretary**

- ▶ “*Concussion in Sports*”; “*Sudden Cardiac Arrest*”; “*Heat Illness Prevention*”- online courses  
[www.nfhslearn.com/courses](http://www.nfhslearn.com/courses)
- ▶ Current First Aid and CPR certifications are mandatory. (Continuing coaches are required to keep certifications up-to-date.) Online CPR option:  
[http://try.procp.org/online\\_cpr\\_certification\\_today/?custom=certificationonline&qclid=CI6bzN2tsM8CFQ5qfgod!DsCrw](http://try.procp.org/online_cpr_certification_today/?custom=certificationonline&qclid=CI6bzN2tsM8CFQ5qfgod!DsCrw)  
--If coaching a water sport, water safety certification is also required.  
**It is the responsibility of the coach to obtain and maintain certification and to provide Athletics Department with copies of the appropriate cards.**
- ▶ “*Fundamentals of Coaching*” –online course link provided by Human Resources

### **Step 3 - To be completed/signed once above coach requirements have been met:**

- ▶ Variable Services Agreement (VSA) signatures by the prospective coach, Athletic Director and Human Resources administrator are required. Email will be sent for electronic signature.

## **Post-Employment Checklist**

- ▶ Head Coaches must schedule an “End of Season Meeting” with the Athletic Director.
- ▶ Paycheck distribution: Fall coaches: Dec. 15<sup>th</sup>; Winter coaches: March 15<sup>th</sup>; Spring coaches: June 15<sup>th</sup>