

ROLES & RESPONSIBILITIES IN THE COACH CLEARING PROCESS

Individual Paid & Volunteer Coaches

ONCE YOU HAVE BEEN SELECTED FOR A COACHING POSITION, PLEASE PICK UP YOUR COACHES PACKET AT THE SCHOOL SITE.

Before you submit coaches' packet to Human Resources, the signature of the administrator in charge of athletics is required on green Applicant Check List for Coaches.

Complete all requirements on applicant checklist to coach:

- Coaching Application
- Complete CPR and First Aid certification - **on-line certificates are not accepted!**
- Complete Water Safety /Life Guard certification if participant in water sports
- Child Abuse & Neglect Form
- Code of Ethics
- Emergency Authorization Card
- Employee Notification of Election of Personal Physician
- JPA Booklet & Forms
- Tuberculosis Skin Test or X-Ray
- INS Employment Eligibility Verification (I-9)
- Minimum Requirements Check-off List
- Oath of Allegiance
- Personal Data Request Form
- Verification of Membership Status in a CA Public Retirement System
- W-4 Form
- Provide copies of Social Security Cards and Drivers License

- Complete Drug Screen (form in Human Resources)
- Complete fingerprints (form in Human Resources) (\$75 required of paid coach)**

Submit all required items to the office of Human Resources, 1130 Fifth Avenue, Chula Vista, during prescribed hours. You may submit in person, **or have someone submit for you with a copy of your social security and drivers license.**

Tuesdays 8:00 – 10:30 a.m.
Thursdays 1:00 – 3:30 p.m.

When the coach submits the coaches' packet to Human Resources, the coach will be provided with fingerprint, drug screen, and tuberculosis forms.

After the test results come in and all requirements are met, Human Resources personnel will contact the coach with instructions to call Rebecca (Becky) Eguiza. Becky will take a photo ID for the coaches' card. You need to carry this card with you while on duty.

Assure that all of your requirements are up-to-date before each sport season practices commence.

**** If a volunteer coach is converted to paid status, that coach must reimburse the District for the cost of the fingerprints by submitting a Money Order (NO CASH OR PERSONAL CHECK) for \$75 made out to SUHSD.**

Maximizing achievement for South County 7th – 12th grade students and adult learners”