

VOLUNTEER COACHES

Volunteer Coaches cannot interact with students until they have completed processing.

1. **Interview process:** The Principal or designee must interview prospective volunteer coaches.
2. **Application process:**
 - a. The coach must complete the Application for Volunteer Assistant Coaching Position form, including the recommendation page. Make sure the form has a regularly checked email address and the email address is legible. The site must forward the completed document by fax, email, or school mail to the District Athletics Department. The site must keep a copy of the application on file.
 - b. The coach must sign the Non-School Board Appointed Coach Memorandum of Understanding form. The site is to send the original form to the Personnel Records Department and provide a copy to the coach.

The Athletic office will review the application and take one of the following actions:

- a. Pre-approve the coach by sending the site a clearance form indicating that fingerprints are on file and the coach can proceed with coaching.
- b. Refer the coach's application to Professional Standards to have the criminal history reviewed. Once a decision is rendered by Professional Standards, the Athletics Office will be notified, and in turn, the Athletics Office will notify the site.
- c. Verify the coach does not have prints on file and submit the application to the Fingerprinting Department to initiate the fingerprinting process.

Coaches are not to be sent directly to Fingerprinting. Coaches will receive an email with fingerprinting instructions.

3. **Fingerprinting process:** Volunteer coaches **must be fingerprinted *prior to beginning work with student athletes***. The fingerprinting fee (paid during the online process) will be paid by the volunteer. Fingerprinting will be valid for five consecutive **school years** from the date of fingerprinting.
4. **Fingerprinting Notification:** **The coach will receive an email stating that they have been fingerprinted. This email confirmation must be forwarded to the Principal or his/her designee or print the email and give to the Principal or his/her designee before they are cleared to work as a volunteer.**
5. **Additional Requirements:** The coach must complete the annually required videos, attend the annual HCPS specific PCA Training, and be CPR/AED Certified prior to the start of the season.

The Principal or his/her designee is to notify the head coach of the start date for the volunteer coach.

Once a volunteer has been cleared, the individual is eligible to work as a volunteer at other sites during the five-year period that their fingerprints are valid. Steps 1-3 must be followed by the site(s) appointing the individual as a volunteer.

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* This material is for general information only and may not reflect recent updates or contain all district policy and procedures.