



HOW DO I HIRE A COACH?

Types of Coaches

There are four types of coaches in Central Unified.
Please see the chart below for proper hiring procedures.

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|--------------------------------|---|
| 1. Employee | - (paid) |
| 2. Walk-on paid by district | - (paid)) board approval necessary |
| 3. Walk-on paid by fundraising | - (paid) board approval necessary |
| 3. Volunteer | - (unpaid) not sent for board approval. |

<u>Requirements</u>	<u>Employee Coach</u> (Paid)	<u>Walk-On Coach</u> (Paid)	<u>Volunteer Coach</u> (Non-Paid)
Initial Clearance:	Walk-On Coach Packet (signed by Athletic Director & Site Principal)	Walk-On Coach Packet (signed by Athletic Director & Site Principal; must include 3 references)	Must be checked by Megan's Law Website Volunteer Packet (signed by Athletic Director & Site Principal)
Attachments:	CPR Certification First Aid Certification TB test (current) CIF Certification (High School Only) Concussion Certification Certificated Temporary Contract Risk Management Training	CPR Certification First Aid Certification TB test (last 60 days) CIF Certification (High School Only) Concussion Certification Walk-On Coach Temporary Contract Risk Management Training	TB test (last 60 days) Risk Management Training
Fingerprint Clearance:	Fingerprints done when initially hired as employee	Fingerprints (no charge) Social Security Card & Driver's License or CA I.D. at time of fingerprinting	Fingerprints (no charge) Social Security Card & Driver's License or CA I.D. at time of fingerprinting
New & Returning Coaches Keep Up-to-date:	CPR, First Aid, TB, Concussion, Sudden Cardiac Arrest, New Contract	CPR, First Aid, TB, CIF, Concussion, Sudden Cardiac Arrest, New Contract	TB, New Contract

- **ADs need to assist coaches with filling out the packets and contracts. ADs and Principals need to sign the front page of packet.** The contract needs to include the employee name, season, sport, and assignment (ex: Fall Football JV Head Coach).
- Athletic Resources in the Human Resources section of <http://www.chs.centralunified.org/>.
- The coaches are **NOT** allowed to work on site and/or with students until they have been cleared by Human Resources. Coaches will not be paid unless they were on the Coach Roster and have been cleared through Human Resources
 - CPR Certification (The only online CPR and First Aid course accepted by Central Unified School District for Assistant Coaches is www.CPRtoday.com)
 - Concussion <http://nfhslearn.com/courses/61037>
 - Fundamentals of Coaching (<http://nfhslearn.com/courses/61026>)
 - Sudden Cardiac Arrest <https://nfhslearn.com/courses/61032>
 - First Aid, Health <http://nfhslearn.com/courses/26> *Only take this course if you did not do the first aid
 - CARE (Child Abuse Reporting for Educators) <http://www.getsafetytrained.com/>