

## Coach New Hire Procedures

**All prospective coaches, whether certificated on staff or not, must complete the following process:**

1. Principal and Athletic Director co-submit a letter to the Commissioner of Athletics tendering an individual an offer to coach at that school site. The letter will also state that the prospective coach has been advised of the rules and regulations to coach in the AAA.
  2. Athletic Director should submit faxed copy of prospective coach's original current First Aid & CPR certificates prior to coaching approval being issued.
  3. Athletic Director provides the prospective coach's completed and signed application form and coach's Code of Ethics form.
  4. Athletic Director provides written verification (page 2 of application) that prospective coach has completed an Adolescent Psychology course or has been involved with a youth sports program and has gained the required experience in coaching theory and techniques for their specific sport (not required for volunteers).
  5. Athletic Director provides a letter of recommendation for the prospective coach from a previous coaching position employer or from a personal reference (recommended but not required).
  6. Athletic Director provides written verification (or waiver form for first time coach only) that prospective coach has completed an ASEP or NFHS Certification course. (High School Coaches only)
  7. Athletic Director will advise prospective coach that he/she is required to pass a background check (to include fingerprinting), submission of an I-9 employment eligibility form, and TB testing prior to being approved. Procedure for this as follows:
    - Contact Human Resources for finger printing and I-9 submission (415-241-6101 x3262).
    - Take a TB test at a neighborhood Health Center or personal Health Care provider and provide negative results.
- Note, current employees of the SFUSD should have fingerprint results and TB test on file with HR. This must be verified by the Athletic Office prior to the individual beginning his/her coaching duties.
8. Once all of the above items have been fulfilled, the Athletic Director will be notified that the prospective coach has been cleared to begin coaching and MUST visit the office of the Commissioner of Athletics to complete their new hire paperwork (not required for volunteers).

**ALL OF THESE REQUIREMENTS MUST BE MET PRIOR TO PROSPECTIVE COACH HAVING ANY CONTACT WITH STUDENTS**