

Coach New Hire Procedures

All prospective coaches (Paid and Volunteer) 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 provides a copy of prospective coach's original current First Aid & CPR/AED certificates, Concussion Training, Sudden Cardiac Arrest Training, Heat Illness Prevention Training certificates, AACCA Cheer Safety (all spirit squad coaches), USA Football Blocking and Defeating Blocks, Shoulder Tacking, and Equipment Fitting certificate (all football coaches), and Swim Coach Safety Training or Lifeguarding certificate (all swimming coaches) prior to coach approval being issued.
3. Athletic Director provides the prospective coach's completed and signed application form, child abuse reporting 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 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)
6. Athletic Director will advise prospective coaches 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. (Fingerprinting and TB Test not required for current SFUSD employees.) Procedure for this as follows:

- If prospective coach is a current SFUSD employee, go to this website and follow instructions:

<https://performancemanager4.successfactors.com/sf/jobreqpvt?jobId=12303&company=sanfranciscis&st=E58E302CE3D70761D662AA9084A8614218AC5DFF&s.crb=BOPHxw7vMY9xU1DxjueeMibhy%252fQrnW9%252bzEExZo7cxpg%253d>

- If prospective coach is NOT a current SFUSD employee, go to this website link and follow instructions:

<https://career4.successfactors.com/sfcareer/jobreqcareerpvt?jobId=12303&company=sanfranciscis&st=E58E302CE3D70761D662AA9084A8614218AC5DFF>

VOLUNTEER Coaches do NOT use the above links. They should call HR at 415-241-6101 to make a fingerprint appointment and submit their TB Test directly to the Athletic Office.

7. 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.

NOTE, individuals may NOT begin coaching until the Athletic Office provides written notification to the Athletic Director.