



RIVERSIDE UNIFIED SCHOOL DISTRICT AUTHORIZATION TO BEGIN THE HIRING PROCESS OF A COACH

TO BE COMPLETED BY SITE ADMINISTRATOR

TO: Kelly Powell, Human Resources Technician
kpowell@rusd.k12.ca.us

DATE: _____

RE: Walk on Coach Application Packet **(Please mark the appropriate boxes below.)**
Please print applicant's name, sport and school site below and attach the following documents according to employment category:

CURRENT CERTIFICATED PERMANENT EMPLOYEE:

- | | |
|--|--|
| <input type="checkbox"/> Application <u>signed</u> by Administrator. | <input type="checkbox"/> Previous <u>paid</u> coaching experience (SEE PAGE 3 FOR DETAILS) |
| <input type="checkbox"/> Current Credential | <input type="checkbox"/> Current CPR and First Aid Card* |
| <input type="checkbox"/> Concussion Training Certificate* | <input type="checkbox"/> Sudden Cardiac Arrest (SCA) Training Certificate* |
| <input type="checkbox"/> Heat Illness Training Certificate* | <input type="checkbox"/> Fundamentals of Coaching Training Certificate* |

CURRENT CLASSIFIED PERMANENT EMPLOYEE:

- | | |
|---|--|
| <input type="checkbox"/> Application <u>signed</u> by Administrator. | <input type="checkbox"/> Previous <u>paid</u> coaching experience (SEE PAGE 3 FOR DETAILS) |
| <input type="checkbox"/> Activity Supervisor Clearance Certificate (ASCC) | <input type="checkbox"/> Current CPR and First Aid Card* |
| <input type="checkbox"/> Concussion Training Certificate* | <input type="checkbox"/> Sudden Cardiac Arrest (SCA) Training Certificate* |
| <input type="checkbox"/> Heat Illness Training Certificate* | <input type="checkbox"/> Fundamentals of Coaching Training Certificate* |

**Performing Arts and Band Coaches do not need CPR and First Aid Certificates, Concussion Training Certificate, Sudden Cardiac Arrest (SCA) Training Certificate, Heat Illness Training Certificate or Fundamentals of Coaching Training Certificate.*

- AACCA Spirt Safety Training Certificate* (CHEER COACHES ONLY)

WALK ON COACH (paid or volunteer):

Please print applicant's name, sport and school site below and have the applicant complete all required items needed and required certifications listed on the "Walk on Coach Instruction Sheet" (Page 2). Applicant will need to email Kelly Powell (kpowell@rusd.k12.ca.us) to receive additional employment paperwork and trainings. After all forms and trainings have been completed applicant will contact Kelly Powell for a Sign Up Appointment.

Status:	<input type="checkbox"/> PAID COACH	or	<input type="checkbox"/> VOLUNTEER COACH
Position:	<input type="checkbox"/> VARSITY HEAD	<input type="checkbox"/> J.V. HEAD	<input type="checkbox"/> ASSISTANT
	<input type="checkbox"/> OTHER: _____		
_____		_____	
(Applicant's Name)		(Sport)	

(School Site)			

I understand all documents and trainings must be completed before employee can begin coaching:

FROM: _____
(Administrator Signature)



ATTENTION: WALK ON COACH (PAID OR VOLUNTEER)

RE: EMPLOYEE ACKNOWLEDGEMENT OF CLEARANCE REQUIREMENTS

PLEASE COMPLETE THIS FORM AND SUBMIT IT TO THE DISTRICT OFFICE (3380 14TH STREET) **PRIOR** TO YOUR EMPLOYMENT AS A WALK ON COACH.

Individuals desiring to coach or volunteer for an athletic program must fulfill all District clearance requirements **prior** to engaging in any activity on school grounds or with Riverside Unified School District students.

Printed Name: _____

School Site and Sport: _____

Email: _____ Phone Number: _____

INITIAL STATEMENTS BELOW:

_____ I understand and acknowledge that District policy asserts that Walk on Coaches may **NOT** be on the field or receive compensation until the individual has received clearance from the Personnel department.

_____ I understand submitting paperwork does **NOT** authorize me to work or volunteer as a coach for Riverside Unified School District. I will receive final notification from the Personnel department informing me of when I can begin my coaching assignment.

_____ I understand and acknowledge that if I coach before I receive clearance from the Personnel department, I will **NOT** be paid even if I have performed the duties.

_____ I understand that I should consult the Personnel department regarding any questions I may have regarding the hiring process and clearance of a Walk on Coach.

SIGN BELOW TO ACKNOWLEDGE RECEIPT OF INFORMATION AND UNDERSTANDING THAT IT IS THE WALK ON COACH'S RESPONSIBILITY TO COMPLY WITH THE POLICIES.

Signature: _____ Date: _____



WALK ON COACH INSTRUCTION SHEET

Email Kelly Powell (kpowell@rusd.k12.ca.us) to receive additional employment paperwork and trainings. Complete items needed and required certifications listed below. Once you have completed all paperwork and trainings contact Kelly Powell to schedule an appointment for fingerprinting (Live Scan) and to submit all Walk on Coach paperwork and trainings. For questions, please call (951) 788-7135 ext. 80123. Once Personnel receives all clearances back, Kelly Powell will contact the coach and the Assistant Principal of Athletics with an effective start date of when the coach can begin coaching. **WALK ON COACHES MAY NOT BE ON THE FIELD OR RECEIVE COMPENSATION UNTIL THEY HAVE RECEIVED CLEARANCE FROM THE PERSONNEL DEPARTMENT.**

Signature (required)

Date

Items Needed:

1. **Application signed and filled out completely.**
It is mandatory the Assistant Principal of Athletics or Site Administrator sign the application.
2. **Valid California Driver’s License**
3. **Social Security Card (original)**
4. **TB Test or TB Risk Assessment Questionnaire** – Must be within the past 60 days and be signed by the licensed health care provider completing the risk assessment and/or examination.

Required Certifications: – **Valid certifications are a condition of employment.**

5. **Activity Supervisor Clearance Certificate (ASCC)*** from Teacher Credential Website. The website to obtain this certificate is <http://www.ctc.ca.gov> . Help applying for the Activity Supervisor Clearance Certificate: From the Home Page, click on the tab that reads “Apply for a New Document” located below the three big tabs. Click on the “Submit an Online Application.” Video or written instructions on how to apply will be located here. If you have applied for a document before with the CTC, click on “Submit Your Application Online” to begin application process. For first time applicants, click link that states, “Create Educator Account” or for directions click on “Educator Login Help.” You will be required to pay \$102.50 for the Activity Supervisor Clearance Certificate online. Make sure you print out the confirmation page as proof you have applied. This indicates the certificate is in progress pending fingerprinting (Live Scan) process.
6. **First Aid & CPR Certification. **The District does not accept on-line certifications.**** The Sport Clinic in Riverside offers courses www.mysportclinic.org . The Sport Clinic’s phone number is (951) 321-6338.
7. **Concussion Training Certificate** - The on-line class is free and available to coaches on the California Interscholastic Federation (CIF) web site at <http://www.cifstate.org/> . Click on the Sports Medicine Tab then click on Concussions.
8. **Sudden Cardiac Arrest (SCA) Training Certificate** - NFHS offers a free course: <http://nfhslearn.com/courses/61032/sudden-cardiac-arrest>
9. **Heat Illness Training Certificate** – NFHS offers a free course: <https://nfhslearn.com/courses/61140/heat-illness-prevention>
10. **Fundamentals of Coaching Course** –NFHS offers course. Course fee \$50.00. <https://nfhslearn.com/courses/61113/fundamentals-of-coaching>
11. **AACCA Spirit Safety Certification Course (CHEER COACHES ONLY)** – NFHS offers course. Course fee \$75.00. <https://nfhslearn.com/courses/10000/aacca-spirit-safety-certification>

Fingerprint Items:

12. **Live scan form** from the CTC website (FORM 41-LS) (only 1 copy).
13. **Money Order or Cashier’s Check for \$101.00; payable to RUSD for the DOJ & FBI Fingerprint roll fee. We do not accept cash, card or personal checks. ***If you currently hold a credential or permit with the CTC, please notify Kelly Powell.*****



APPLICATION FOR WALK-ON/VOLUNTEER COACH

PERSONAL INFORMATION:

Name (Exactly as shown on Social Security card) _____ Social Security Number _____

Address _____ City _____ State _____ Zip _____

Email Address _____ Phone Number _____

Sport(s) for which you are applying for: _____

Position: _____ (i.e., head coach, assistant, etc.)

RECORD OF COACHING EXPERIENCE:

Name & Location of each School or District	Sport	Dates Employed	Volunteer or Paid

PRIOR PAID COACHING EXPERIENCE:

To receive a higher placement on the salary schedule for prior coaching experience, a letter verifying your total number of years as a paid coach is required. The paid experience must have taken place in a K-12 school setting, private or public school (not college or organizations). The letter must be from the school's Personnel Department, on the District's letterhead and should state the years you were employed as a paid coach, the position you served in (head coach; assistant coach, etc.) and sport(s) you coached.

Initials _____



APPLICATION FOR WALK-ON/VOLUNTEER COACH

Can you perform all essential functions of the position you are applying for with or without reasonable accommodations? (See attached RUSD Rules & Regulations) Yes _____ No _____

Are you a former RUSD employee? Yes _____ No _____

- If yes, what was your last date of employment? _____

Are you currently employed as an employee in another school district? Yes _____ No _____

- If yes, what District? _____

Do you hold a current teaching credential in the State of California? Yes _____ No _____

Do you hold a current Activity Supervisor Clearance Certificate? Yes _____ No _____

Are you a member of PERS or STRS? Yes _____ No _____

Do you have a current CPR card? Yes _____ No _____

Do you have a current First Aid card? Yes _____ No _____

Do you have the Concussion Training Certificate? Yes _____ No _____

Do you have the Sudden Cardiac Arrest Training Certificate? Yes _____ No _____

Do you have the Heat Illness Training Certificate? Yes _____ No _____

Do you have the Fundamentals of Coaching Training Certificate? Yes _____ No _____

Do you have an American Sports Education Program (ASEP) Certification? Yes _____ No _____

Per Education Code §49032 each high school sports coach shall have completed a coaching education program. A high school sports coach who does not meet the requirements may not be used for longer than one season of interscholastic competition.

Do you have an AACCA Spirit Safety Certification? Yes _____ No _____



CERTIFICATION OF APPLICATION

The information that I have provided on this application is accurate to the best of my knowledge and subject to validation by Riverside Unified School District. Any material misrepresented or deliberate omission of a fact in my application may be justification for refusal of, or if employed, termination from Riverside Unified School District. I agree that the Riverside Unified School District shall not be liable in any respect if my employment is terminated because of omissions of false statements made by me on this application. I authorize the companies, schools, or persons named as references to give information regarding my training or employment. I hereby release said companies, schools, or persons from liability in issuing this information.

I attest, under penalty of perjury, that the documents presented as evidence of identify and employment are genuine and relate to me. I am aware that federal law provides for imprisonment and/or fine for any false statements or use of false documents in connection with this application.

Do you have any relatives who are employees of Riverside Unified School District?
(If you check yes, please complete below and attach additional pages if necessary.)

Yes No

Name _____
Relationship _____
Dept./Site _____

Signature (required)

Date

SELECTION PROCEDURE

All application materials for each applicant will be evaluated. Those who are considered to be the best qualified and whose qualifications best meet the needs of the district will be scheduled for a personal interview.

DISQUALIFICATION

While an applicant may wish to get information about the community and the school district, anyone who attempts to directly contact individual Board of Education members with the intent of influencing the decision of the Board, will be considered to have disqualified himself/herself from candidacy for the position.

I understand and agree that any material misrepresentation or deliberate omission of a fact in my application may be justification for refusal of, or if employed, termination from the Riverside Unified School District.

Signature (required)

Date

WALK ON COACHES MAY NOT BE ON THE FIELD OR RECEIVE COMPENSATION UNTIL THEY HAVE RECEIVED CLEARANCE FROM THE PERSONNEL DEPARTMENT. Initials _____



PERSONNEL DEPARTMENT

1.0 TEMPORARY ATHLETIC TEAM COACHES

1.1 At the first regular Board meeting or within 30 days after selection of a temporary athletic team coach, whichever is sooner, the Superintendent or designee shall certify to the Board of Education that all temporary athletic team coaches meet the qualifications and competencies required by law.

1.2 Upon the recommendation of the Superintendent or designee, the Board shall certify to the State Board of Education, by April 1 of each year, that the district conforms with state requirements governing the employment of temporary athletic team coaches.

1.3 Competencies

1.3.1 Temporary athletic team coaches shall give evidence of required competencies by one or more of the means listed for each area below:

1.3.1.1 Care and Prevention of athletic injuries, basic sports injury first aid, and emergency procedures as evidenced by one or more of the following:

- a. Completion of a college-level course in the care and prevention of athletic injuries and possession of a valid cardiopulmonary resuscitation (CPR) card; or
- b. A valid sports injury certificate or first aid card, and a valid cardiopulmonary resuscitation (CPR) card; or
- c. A valid Emergency Medical Technician (EMT) I or II card; or
- d. A valid trainer's certification issued by the National or California Athletic Trainers' Association (NATA/CATA); or
- e. The person has had practical experience under the supervision of an athletic coach or trainer or experience or has assisted in team athletic training and conditioning and has both valid CPR and first aid cards.

PERSONNEL DEPARTMENT

1.0 TEMPORARY ATHLETIC TEAM COACHES (Continued)

1.3.1.2 Coaching theory and techniques in the sport or game being coached, as evidenced by one or more of the following:

- a. Completion of a college course in coaching theory and techniques; or
- b. Inservice programs arranged by a school district or county office of education; or
- c. Prior service as a student coach or assistant athletic coach in the sport or game being coached; or
- d. Prior coaching in community youth athletic programs in the sport to be coached; or
- e. Prior participation in organized competitive athletics at high school level or above in the sport being coached.

1.3.1.3 Knowledge of the rules and regulations pertaining to the sport or game being coached, the league rules, and, at the high school level, the regulations of the CIF.

1.3.1.4 Child or adolescent psychology as it relates to sports participation as evidenced by one of the following:

- a. Completion of a college-level course in child psychology for elementary school positions and adolescent or sports psychology for secondary school positions.
- b. Completion of a seminar or workshop on human growth and development of youth.
- c. Prior active involvement with youth in a school or community sports program.

1.3.2 The school district Superintendent may waive compliance with any one or more of the competencies described in section 1.3.1 provided that the person is enrolled in a program leading to acquisition of a competency. Until the competencies are met, the prospective coach shall serve under the immediate supervision of a fully qualified athletic team coach.



PERSONNEL DEPARTMENT

1.0 TEMPORARY ATHLETIC TEAM COACHES (Continued)

1.3.3 Non-certificated persons employed to coach or supervise district athletic teams must first be determined:

- a. Not to have been convicted of any offense referred to in Education Code 44010, 44011 or 44424, or any offense involving moral turpitude or evidencing unfitness to associate them with children.
- b. To be free from tuberculosis or any other contagious disease that would prohibit certificated teachers from teaching, as verified by a written statement, renewable every four years, from a licensed physician or other person approved by the district.
- c. To have knowledge of substance abuse prevention, including but not limited to tobacco, alcohol, steroids and human growth hormones such knowledge may be evidenced by the completion of a college level course, workshop or seminar that includes instruction on substance abuse prevention and the physical and psychological effects of steroids and human growth hormones.

1.4 Code of Ethical Conduct

1.4.1 Employees providing supervisory or instructional services in inter-scholastic athletic programs and activities shall:

- a. Show respect for players, officials and other coaches.
- b. Respect the integrity and judgment of game officials.
- c. Establish and model fair play, sportsmanship, and proper conduct.
- d. Establish player safety and welfare as the highest priority.
- e. Provide proper supervision of students at all times.
- f. Use discretion when providing constructive criticism and when reprimanding players.
- g. Consistently require all players to adhere to the established rules and standards of the game.
- h. Properly instruct players in the safe use of equipment.



PERSONNEL DEPARTMENT

1.0 TEMPORARY ATHLETIC TEAM COACHES (Continued)

- i. Not exert undue influence on a student's decision to enroll in an athletic program at any public or private post-secondary educational institution.
- k. Not suggest, provide or encourage any athlete to use non-prescriptive drugs, anabolic steroids, or any substance to increase physical development or performance that is not approved by the U.S. Food and Drug Administration, U.S. Surgeon General, or the American Medical Association.
- l. Not recruit athletes from other schools.
- m. Follow the rules of behavior and the procedures for crowd control as established by the Board and the league in which the district participates.

I have read the code of ethical conduct stated above and will adhere to the established rules and regulations established by the Riverside Unified School District.

Employee Signature

Date