

SITE: \_\_\_\_\_

COACH: \_\_\_\_\_

## Morgan Hill Unified School District Processing Form for Walk-On Coaches

Directions: It is the responsibility of the applicant to provide all required documents and have this processing form signed off before she/he begins to coach. ***Failure to do so may result in the suspension and/or termination from coaching, as well as being re-classified as volunteer instead of paid status.***

<u>Step</u>	<u>Date</u>	<u>Signature</u>	<u>Requirement</u>
1	_____	_____ Athletic Director	Meet with Athletic Director and receive a processing form.
2	_____	_____ HR Staff	Contact Becky Castronovo in the Human Resources Department (201-6020) to pick up a fingerprint appointment form and, if applicable, a hiring packet.
3	_____	_____ HR Staff	When notified of fingerprint clearance, submit the following documents to the Human Resources Department: <ol style="list-style-type: none"><li>1. Coach Certification - Mandatory requirement for high schools effective 1/1/09 (Per Ed Code Section 49030-49034) <a href="http://www.nfhslearn.com">www.nfhslearn.com</a> "Fundamentals of Coaching, CA Edition".</li><li>2. First Aid certification <a href="http://www.lcpri.com">www.lcpri.com</a></li><li>3. CPR certification <a href="http://www.lcpri.com">www.lcpri.com</a></li><li>4. TB test results</li></ol>
4	_____	_____ Principal	Meet with Principal and receive clearance to coach.
5	_____	_____ Athletic Director	Meet with Athletic Director to notify him/her of clearance to coach.
6	_____	_____ Site Secretary	Meet with Principal's secretary to submit the processing form (and have contract prepared if applicable). The secretary will send forms to the District Office.

**Applicant cannot begin coaching until this form is completed.**

HR-001

Updated: 05/23/2012