

COACHING REQUIREMENTS

It is necessary for **all** coaches, whether volunteer or paid, to follow these procedures before you are recommended to the Board of Education for a coaching position and before you are permitted to work with student athletes.

- Complete a coaching application and turn it in to Central Office for your personnel file.
- Contact Central Office at 335-6620 (Cheri or Lisa) to have a FBI/BCI background check done. The cost is \$50.00 and can be paid in exact cash or check made payable to WCH City Schools. Paper copies of FBI/BCI are kept for your personnel file.
- Complete the NFHS “Fundamentals of Coaching” class (**onetime only**). Online cost is \$65.00. This is the coaching class referred to on the Ohio High School Athletic Association’s website at www.ohsaa.org (Turn in certificate to me...Lisa)
- Complete an approved first aide or sports injury prevention course. (**Must complete for every renewal of Pupil Activity Permit**). ODE Approved Pupil Activity Program, American Red Cross – “Sports Injury Prevention Training”; American Red Cross “First Aide for Coaches” or “First Aide, Health and Safety for Coaches” American Sport Education Program “Sports First Aid”; NFHS First Aid, Health and Safety for Coaches are among the choices. Cost is between \$45.00 - \$50.00 or free at designated times of the year at Adena PACCAR Medical Education Center (adenasportsmed@adena.org) (Turn in certificate me... Lisa)
- Complete a CPR course. (**Most courses valid for 2 years**) Fee involved. Contact Louis Reid at louis.reid@wchcs.org or Adena PACCAR Medical Education Center (adenasportsmed@adena.org) for dates of upcoming classes. (Obtain card and turn in to me...Lisa)
- Complete Concussion Signs and Symptoms Training from the NFHS website or NCDC website. (**These courses are valid for 3 years**) This course is free of charge. (Turn in certificate to me...Lisa)
- Complete Sudden Cardiac Arrest training. (**Required every year**). This is free of charge. Coaches will create and log in to their OH/ID Portal on the Ohio Department of Education website (see instructions below). Apply and pay for the pupil activity permit. Within 24 hours, go back to the OH/ID account and select the Learning Management System (LMS). On the LMS homepage, click on Course Catalog at top right. Then search for: *sudden cardiac arrest*. In the enrollment for the course, each coach will need to set up an online account within the LMS, where he or she may store the electronic certificate verifying completion for the year. (Turn in certificate/form to me...Lisa)
- Complete a Pupil Activity Permit application which is found online at the Ohio Department of Education’s website at education.ohio.gov. You must create an OH/ID Portal account and create a user name and password. After you log in, you will see My Apps. You need to click on the Dept of Education Profile Setup first. Check mark I agree... and then Request Access. This may take a few minutes to process and you may have to log out and back in for it all to load. Then you will see Educator Licensure and Records (CORE. This is where you apply for the pupil activity permit. Within 24 hours, you should see Learning Management System to find the Lindsay’s Law (Sudden Cardiac Arrest). The IRN for the Superintendent’s approval for Washington CH City Schools is 045013. Pay the required fee of \$45.00/\$60.00/\$75.00 with a credit card. (**Pupil activity permit valid for 3/4/5 years based on other ODE licensure**)
- Make sure all certificates and permits are on file me (Lisa) at Central Office. You can screenshot or email certificates to me at lisa.robinson@wchcs.org. The Superintendent’s office cannot sign off on your pupil activity permit without all of the certificates turned in first and your background check done and clear. Once your pupil activity permit is issued from the Ohio Department of Education, the **issue date** is the date you can begin working with student athletes.
- There may be additional fees involved with the above requirements. As of now, all courses can be done online.

- Also, if your coaching position is a paid one, we will need to copy your driver's license and social security card and you will have more paperwork and payroll information to complete with Cheri Shipley in the Treasurer's office.

SEE COACHING APPLICATION ON NEXT PAGES-

Thank you!

Lisa Robinson, Secretary to the Superintendent
lisa.robinson@wchcs.org 740-335-6620 ext. 5010

WASHINGTON C.H. CITY SCHOOLS
Education Service Center
306 Highland Avenue
Washington C.H., Ohio 43160

COACHING APPLICATION
TURN IN TO CENTRAL OFFICE

Name: _____ Date: _____

Address: _____ Phone: _____

Last 4 digits of SSN: _____

E-mail: _____

Position Applying For: _____

What qualifies you for this position? _____

Educational Background:

High School _____ Grade Completed _____

College _____ Number of Years _____

Work Experience: (List most recent first)

<u>Name of Employer</u>	<u>Type of Business</u>	<u>Date of Employment</u>
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1.

2.

3.

4.

List any other experiences / training that will help you as a coach : _____

(over)

References: List three people as personal references.

1. Name: _____

Address: _____

Phone: _____

2. Name: _____

Address: _____

Phone: _____

3. Name: _____

Address: _____

Phone: _____

The Washington Court House City School Board of Education is an equal employment opportunity employer.

Office Use:

BCI/FBI Background Check on Record _____

Fundamentals of Coaching Certificate _____

CPR Certificate _____

First Aide Certificate _____

Concussion Training Certificate _____

Pupil Activity Permit Completed _____

Sudden Cardiac Arrest Training Completed _____