



College Park Athletics

New Coaches Checklist

District coaches may not coach unless they have completed the following items prior to beginning his/her assignment. Our point of contact is Chris Essayan. Chris can be reached at 925-682-8000 ext-4122, by email at essayanc@mdusd.org or by fax at 925-676-4092.

Bring certification with you to the personnel office located at 1936 Carlotta Drive, Concord, CA 94519.

1. You must have completed an Athletic Coach Assignment Recommendation with our Athletic Director and it must be signed by the Principal. This will be forwarded to the District Office. You may not begin the clearance process until this form has been submitted.
2. You will need to contact Chris to set up an appointment.
3. Before meeting with Chris you will need to fill out the application and enrollment (intake) papers for new employees provided by your Athletic Director.
4. You will need to have Coaching Fingerprints taken at the District Office (address below). There is a fee of \$49 for the prints and you will need to bring cash (personnel does not bring change). Please keep all receipts to remit to the AD for reimbursement upon clearance to coach.
5. You must show a current freedom from tuberculosis card. A test may be obtained from your family doctor, or local health clinic. This is a two part process that takes two days to complete so plan accordingly. Your TB test should be valid within 60 days prior to your date of MDUSD Coaching fingerprinting to ensure that their results are within the federal requirements.
6. You must have a current first Aid and CPR card. This must be an in person class. Online classes are not accepted. We usually conduct 2-3 sessions during the year for coaches.
7. You will need to complete an online "Fundamentals of Coaching" course. Link below.
 - a. <https://nfhslearn.com/courses/fundamentals-of-coaching>
 - b. There is a fee for the class. Remit receipts to the AD for reimbursement once cleared.
8. You will need to complete an online concussion awareness course. The course below is free.
 - a. <https://nfhslearn.com/courses/concussion-in-sports-2>
 - b. You will need to print out proof of completion and bring with you to Chris.
9. *NEW* You can take the online sudden cardiac arrest course. This is now mandated by the MDUSD. The course below is free.
 - a. <https://nfhslearn.com/courses/sudden-cardiac-arrest>
 - b. You will need to print out proof of completion and bring with you to Chris.
10. Mandatory Online training "Protecting Students from Abuse" from NFHS Learn.
 - a. <https://nfhslearn.com/courses/protecting-students-from-abuse>
 - b. You will need to print out proof of completion and bring with you to Chris.

You will be notified that you are clear to Coach via email or phone call from Chris. **YOU MAY NOT COACH UNTIL COMPLETELY CLEARED.** Deadlines to submit paperwork are:

-FALL SPORTS is August 1 -WINTER SPORTS is November 1 -SPRING SPORTS is February 1

Please contact AD Jim Keck keckj@mdusd.org if you have any questions.