

DISTRICT PAID, SELF-FUNDED & VOLUNTEER ATHLETIC COACHES

MT. DIABLO UNIFIED SCHOOL DISTRICT

HIGH SCHOOL COACHING REQUIREMENTS

District Athletic Coaches and Volunteer Coaches **MAY NOT** coach until the following steps have been completed prior to the beginning of his/her coaching assignment. Badge is issued once cleared.

1. **Fingerprint Clearance (D.O.J. & F.B.I.):** Fingerprints are done at your Orientation. If you still need to schedule our Orientation, use this link provided by your Athletic Director. *Please note that there is a fingerprint charge of \$49.00 to be paid ONLINE HERE.* Bring a copy of your receipt with you. **CLICK THIS BOX FOR LINK.**
2. **Must provide two forms of I.D.** Options:
 - OR • Social Security Card & Driver License
 - OR • US Passport (only need this if you have it)
 - Social Security Card & Birth Certificate
3. **Must show a current Freedom from Tuberculosis card** which should be done within the last 60 days of your fingerprint appointment. TB Tests may be obtained from your primary care physician, an urgent care clinic or the County Health Department Clinic.
4. **Must have a current First Aid and CPR Card.** (Online classes are not acceptable.) This can be scheduled by your AD.
5. **Must have completed these MANDATORY Online Coaching Certifications through www.nfhslearn.com.**
After watching the video, please print out the "Certificate" and bring a copy of all listed certifications to your Orientation: (Blue and underlined are Hyperlinks. Click to go be taken to the training.)
 - 1) **Fundamentals of Coaching** at www.nfhslearn.com and passed the test. (Fee)
 - 2) **Concussion Video** (State Law Requirement)
 - 3) **Protecting Students from Abuse**
 - 4) **Sudden Cardiac Arrest**
6. **Complete this entire New Coach Packet and bring it with you to your Orientation appointment.**
For current tax forms click the names for links: [Federal Tax W-4 Form](#), [State Tax EDD Form](#) and [I-9 Form](#).

PLEASE BRING COPIES OF VERIFYING DOCUMENTS TO THE PERSONNEL OFFICE SHOWING DATES OF COMPLETION OF ABOVE REQUIREMENTS WHEN YOU COME IN FOR THE ORIENTATION.

IF THE ABOVE REQUIREMENTS ARE NOT MET PRIOR TO THE BEGINNING OF THE SEASON, YOU MAY NOT COACH AND ARE NOT TO REPORT TO WORK UNTIL THE REQUIREMENTS ARE MET.

- The deadline for **FALL** Sports is August 1.
- The deadline for **WINTER** Sports is November 1.
- The deadline for **SPRING** Sports is February 1.