

**KENT SCHOOL DISTRICT
VOLUNTEER COACHING APPLICATION PROCEDURES**

The following procedures must be followed for volunteer coaching positions:

1. If the applicant is a current certificated or classified employee, or substitute in the Kent School District, s/he has already been processed through Kent School District Human Resources department. Current KSD employees may skip #2. (Go to #3).
2. If the applicant is NOT a current certificated, or classified employee, or substitute in the Kent School District, s/he must complete the following:
 - A. VIPS Application Process*
Applicant is required to complete the VIPS Application Process. This is an online process found on the Kent School District Athletics and Activities webpage. Once complete, you'll receive an email from VIPS. Please provide a copy of your background approval email to the building athletic director. If not approved through VIPS, you will not be allowed to coach.
3. Complete the Volunteer Coaching Application.
4. Provide a valid FA/CPR card. A copy of your card will be kept on file at the respective school.
5. Complete Concussion and Sudden Cardiac Arrest training on NFHSlearn.com. Once courses are complete, certificates will be provided. Your original certificates should be given to the building athletic director. Please retain a copy for your records.
6. The head coach (of the sport which you are applying to volunteer with) and building athletic director verifies and signs the Recommendation for Approval section of the Volunteer Coaching Application form confirming that the applicant has met all requirements for volunteer coaching in the Kent School District. Application to be kept on file at the respective school.

***If VIPS Application process is required, it must be completed every year. Clearance is good for one year.**

**KENT SCHOOL DISTRICT - ATHLETIC DEPARTMENT
VOLUNTEER COACHING APPLICATION FORM**

_____ Sport

_____ School

A volunteer coaching applicant must complete this form for each sport for which they wish to volunteer. The form must be completed whether the person is a current Kent School District employee or not. All information on this application form must be fully completed or processing will be rejected.

PERSONAL INFORMATION

Name: _____ Home Ph: _____ Work Ph: _____

Address: _____ City: _____ Zip: _____

E-mail address: _____ Cell Ph: _____

EXPERIENCE

Indicate total years of participation in this sport: _____

Indicate years of participation in this sport during:

High School: _____ College: _____ Other: _____

List years coaching experience in this sport:

<u>Number of Years</u>	<u>Level (Jr. High/Sr. High/College)</u>	<u>Location/Employer</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

MINIMUM REQUIREMENTS FOR VOLUNTEER COACHES

Volunteer coaching applicants must meet district requirements including a valid background check. Current district employees have received prior clearance. If the applicant is not a current district employee, a background check through the VIPS application process is **required**. This requirement extends to those in student teaching positions outside Kent School District. Please refer to the specific procedures listed on the back of this application.

Please check appropriate category:

- Current employee in Kent School District.
 *Kent School District parent or community member
 Current student teacher in Kent School District.
 *Current student teacher in _____ School District.

*Each person in this category must complete the VIPS application process.

RECOMMENDATION FOR APPROVAL

(To be completed by building athletic director or administration)

The person listed above meets the following requirements for volunteer coaching:

- Over the age of 19
 VIPS completed (if required)
 NFHSLearn:
 Concussion Training completed
 Sudden Cardiac Arrest Training completed
 Valid FA/CPR card* Expiration date _____

***Valid First Aid Card Must Be Attached. Volunteer Coaches are not allowed to coach until all requirements are met.**

I verify there is a definite need for an assistant in this sport, and this person is appropriately qualified and has completed requirements.

_____ HEAD COACH'S SIGNATURE

_____ BUILDING ATHLETIC DIRECTOR'S SIGNATURE