MEMORANDUM

TO: SEATTLE PUBLIC SCHOOLS ATHLETIC COACH VOLUNTEER
FROM: KALANI P. IGARTA
SUBJECT: VOLUNTEER ATHLETIC COACHING
DATE: AUGUST 23, 2018
CC: SEATTLE PUBLIC SCHOOLS HIGH SCHOOL ATHLETIC DIRECTORS & ATHLETIC SECRETARIES, MIDDLE SCHOOL ATHLETIC COORDINATORS, PRINCIPALS & ASSISTANT PRINCIPALS, AND HUMAN RESOURCES

Thank you for your interest in participating in coaching with the athletic teams at Seattle Public Schools (SPS). Athletic participation is a great opportunity for our students to include with their academic careers and preparation for life after graduating high school. Your desire to assist and support the head coach and student athletes in developing a well-rounded athletic team is what helps make this possible.

The process for fully vetting you into the program includes steps that are required before you start coaching. There should be **NO CONTACT WITH STUDENTS** until you are cleared. Please follow the following steps.

**Step 1:** Communicate with the school’s High School (HS) Athletic Director (AD) or Middle School/K-8 (MS/K-8) Athletic Coordinator (AC) that you are interested to coach for.

**Step 2:** Complete the Volunteer Application online at:
https://www.governmentjobs.com/jobs/349379/volunteer-athletics-coach/agency/seattleschools/apply

**You will be required to complete this every school year**

**Step 3:** ALL Coaches MUST be fingerprinted, **NO EXCEPTIONS**. Prints must be completed through SPS. There is a cost to get fingerprinted. Forms of payment are check, cashier’s check, money order or payroll deduction. **Cash is not accepted.** To schedule your fingerprinting appointment, the link is here: https://booknow.appointment-plus.com/7y03hdqm/

**You will be required to complete this every two (2) years**

**Step 4:** Provide a valid CPR & First Aid Certification. District policy requires that certification must be ‘Hands On’ and conforms to the protocols of The Red Cross and/or American Heart Association. Any other organization will be deemed invalid and delay clearance to work/volunteer with the SPS athletic teams.

**Step 5:** Complete the Adult Sexual Misconduct Prevention (ASM) course. It is available online at: https://www.seattleschools.org/cms/one.aspx?pageId=9291816
Step 6: Complete the Concussion Course. It is available online at: https://www.nfhslearn.com/courses/61129/concussion-in-sports

Once all steps have been completed/obtained, please forward your completed materials to your AD/AC or to the Athletic Department for processing. We will be in contact should there be any missing or invalid materials or issues with clearance. Once approved, you will get an e-mail confirming the same.

Please note if the coaching position changes from Volunteer to a paid position, then you will have to complete an “Athletic Department: Coaching Status Change Approval form. The change must be reviewed and approved by your schools’ AD/AC before moving forwarding with the staffing process.

If you have any questions or concerns, please contact the following resources:

- Neo-Gov Applicant Support (technical support for applicant completing online application or logging into account) 1.855.524.5627
- Human Resources questions & fingerprint scheduling 206.252.0215
- Athletic Department 206.252.1800 or athletics@seattleschools.org
All staffing documents required by HR & the Athletic Dept. must be completed and attached to this coversheet for approval of staffing for payroll. **In order to move from a Volunteer position to a paid Athletic Coaching position, you must already have HR Approval as a Volunteer Coach.**

Name: ______________________________ Date of Agreement: __________________________
School: ______________________________ School Year: _______________________________

### Position Information Change:

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<th>Sport: ____________________________</th>
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<tr>
<td><strong>FALL</strong></td>
<td>Effective Date: __________  Change to: [ ] 100% [ ] 50% [ ] Term Midseason</td>
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<td>Position: [ ] Head [ ] Assistant [ ] Stipend $___________</td>
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<th>Sport: ____________________________</th>
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<td><strong>WINTER</strong></td>
<td>Effective Date: __________  Change to: [ ] 100% [ ] 50% [ ] Term Midseason</td>
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<td>Position: [ ] Head [ ] Assistant [ ] Stipend $___________</td>
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<td><strong>SPRING</strong></td>
<td>Effective Date: __________  Change to: [ ] 100% [ ] 50% [ ] Term Midseason</td>
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<td>Position: [ ] Head [ ] Assistant [ ] Stipend $___________</td>
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Both the Coach and the Athletic Director/Athletic Coordinator of the School agree upon all coaching status changes listed above.

Signatures below indicate agreement of this change in status.

Signature of Athletic Coach: _______________________________________________________

Signature of Athletic Director: ____________________________________________________

Updated: 9/4/2018