

COACHING PAPERWORK & REQUIREMENTS

FOR ALL PAID & VOLUNTEER COACHES

	COACHES INITIALS	AD INITIALS
<u>BEFORE BEING HIRED AT BOE MEETING:</u>		
1. LETTER OF INTEREST	_____	_____
2. RESUME	_____	_____
<u>BEFORE BEGINNING FIRST MANDATORY DAY OF PRACTICE:</u>		
1. FBI BACKGROUND CHECK	_____	_____
2. BCI BACKGROUND CHECK	_____	_____
3. CPR/AED TRAINING	_____	_____
4. FIRST AID FOR COACHING COURSE	_____	_____
5. FUNDAMENTALS OF COACHING COURSE	_____	_____
6. HFHS CONUSSION IN SPORTS COURSE	_____	_____
7. SUDDEN CARDIAC ARREST COURSE	_____	_____
8. PUPIL ACTIVITY APPLICATION SUBMITTED (ONLINE)	_____	_____
<u>BEFORE SEASON BEGINS:</u>		
1. SIGNED CONTRACT RETURNED	_____	_____
2. COPY OF DRIVER'S LICENSE	_____	_____
3. COPY OF SOCIAL SECURITY CARD OR BIRTH CERTIFICATE	_____	_____
4. PAYROLL PACKET		
a. W-4 FORM	_____	_____
b. EMPLOYEE'S WITHHOLDING EXEMPTION FORM	_____	_____
c. PUBLIC SCHOOL DISTRICT OF RESIDENCE/ADDRESS FORM	_____	_____
d. I-9 FORM	_____	_____
e. EMPLOYMENT NOT COVERED BY SOCIAL SECURITY FORM	_____	_____
f. SCHOOL EMPLOYEES RETIREMENT FORM	_____	_____
g. AUDITOR OF STATE FRAUD FORM	_____	_____

**ALL PAPERWORK MUST BE TURNED INTO THE ATHLETIC OFFICE –
ATHLETIC DIRECTOR WILL SUBMIT TO SUPERINTENDENT'S OFFICE**

COACHING REQUIREMENTS

MUST BE TAKEN IN THIS ORDER

1. FBI & BCI (FINGERPRINTS & BACKGROUND CHECKS) Darke (937-548-4915) - \$57 Miami - \$65
 - a. Recommended to set up appointment at either Darke County ESC or Miami County ESC
 - b. Must take your Driver's License & Social Security Card
 - c. **Must have FBI & BCI sent to the Ohio Department of Education & Bradford Exempted Village School. If this is not done, you will have to redo & not be reimbursed. Codes FBI (Public School Employees 3319.39) BCII (School Employee non Teacher 3319.39B1 – Teacher 3319.39B3 – Bus Driver 3327.10)**

2. CPR/AED TRAINING
 - a. **Cannot be taken online \$25**
 - b. Recommended to take with Upper Valley Medical Center
 - i. Register for class at www.uvmc.com
 - ii. Select Program and Events
 - iii. Select Sports Medicine
 - iv. Select date class is offered
 - v. Select register now
 - vi. Select "Take Payment to Class"
 - c. Renewed every two years.

3. FIRST AID FOR COACHING UVMC - \$25 NFHS -\$45
 - a. Recommended to take with Upper Valley Medical Center (Listed as Coaches Workshop)
 - i. Register for class at www.uvmc.com
 - ii. Select Program and Events
 - iii. Select Sports Medicine
 - iv. Select date class is offered
 - v. Select register now
 - vi. Select "Take Payment to Class"
 - b. You can take online at www.nfhslearn.com
 - c. Renewed every three years with Pupil Activity Permit

4. FUNDAMENTALS OF COACHING \$65
 - a. Taken online at www.nfhslearn.com
 - b. One-time course (don't have to ever renew)

5. NFHS CONCUSSION IN SPORTS Free
 - a. Taken online at www.nfhslearn.com
 - b. Renewed every three years with Pupil Activity Permit

6. SUDDEN CARDIAC ARREST COURSE
 - a. Taken online at
 - b. Renewed every three years with Pupil Activity Permit

PUPIL ACTIVITY PERMIT 614-466-3593 \$45

- a. Recommended to sit down with Athletic Director to complete
- b. Steps 1 – 5 must be completed and submitted
- c. Create an ODE Safe Account
 - i. <https://safe.ode.state.oh.us/portal>
 - ii. Select ODE.CORE
 - iii. Select My Educator Profile/My Application at top of page
 - iv. Either Select New Credentials or Renew Credentials
 - v. Begin to fill out online Application
 - vi. Concussion and First Aid Certificates must be upload to application
 - vii. Submit application to be electronically signed by district superintendent

VOLUNTEERS ONLY

REIMBURSEMENTS for COACHING REQUIREMENTS

1. ALL RECEIPTS FROM COACHING REQUIREMENTS MUST BE SUBMITTED TO ATHLETIC DIRECTOR ONCE ALL REQUIREMENTS ARE FULFILLED.
2. REIMBURSEMENT PROCEDURES:
 - a. ONLY VOLUNTEERS WILL BE REIMBURSED THROUGH THE DISTRICT FUNDS. HEAD COACHES MAY REIMBURSE THROUGH FUNDRAISING ACCOUNT WITH THE BOOSTERS BUT IS NOT REQUIRED.
 - b. REIMBURSEMENT WILL NOT BE SUBMITTED FOR PAYMENT, UNTIL ALL REQUIRED CERTIFICATIONS AND PAPERWORK HAS BEEN SUBMITTED TO ATHLETIC DIRECTOR.
3. REIMBURSEMENT PAYMENT SCHEDULE:
 1. BCI & FBI CHECKS
 - a. DARKE COUNTY ESC - \$57
 - b. MIAMI COUNTY ESC - \$65
 - c. **BRADFORD ATHLETIC DEPT REIMBURSEMENT AMOUNT – NO MORE THAN \$65**
 2. CRP/AED TRAINING
 - a. UPPER VALLEY MEDICAL CENTER - \$25
 - b. OTHER CLASSES – VARY
 - c. **BRADFORD ATHLETIC DEPT REIMBURSEMENT AMOUNT – NO MORE THAN \$25**
 3. FIRST AID FOR COACHING
 - a. UPPER VALLEY MEDICAL CENTER - \$25
 - b. NFHS FIRST AID COURSE - \$45
 - c. **BRADFORD ATHLETIC DEPT REIMBURSEMENT AMOUNT – NO MORE THAN \$25**
 4. FUNDAMENTALS OF COACHING
 - a. NFHS COURSE - \$65
 - b. **BRADFORD ATHLETIC DEPT REIMBURSEMENT AMOUNT - \$0**
 5. CONCUSSION IN SPORTS
 - a. NFHS COURSE – FREE COURSE
 - b. **BRADFORD ATHLETIC DEPT REIMBURSEMENT AMOUNT - \$0**
 6. PUPIL ACTIVITY PERMIT
 - a. ODE APPLICATION - \$45
 - b. **BRADFORD ATHLETIC DEPT REIMBURSEMENT AMOUNT - \$45**