

## **HIRING PROCEDURES – COACHES (VOLUNTEER/STUDENT ACTIVITY POSITIONS)**

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**Coaches must be 21 years of age or older. If there is no qualified coach that meets the minimum age a written request MUST be sent to Student Activities for approval of a younger qualified coach.**

- 1) Volunteer must complete the on-line “District Coaching Application”.
- 2) **School-site-designee** (Secretary, Athletic Administrator, and Athletic Director) prints the prospective coach’s on-line application using the Administrative login and password for their school site. If you cannot print out the application at the school site that indicates there is a problem with the application. Contact Human Resources for specifics. It is important at this point to talk to the applicant in regards to being totally honest in filling out their application. If they falsify or **OMIT** information from the application they will **not** be allowed to coach.
- 3) On-line application must be signed at the top by new coach **and the school-site-designee**.
- 4) New coach must fill out W4.
- 5) ***The I-9 will be completed by Human Resources when the coach turns in his paperwork. I-9’s are only completed if the student activity worker was not in a paid position last year. I-9’s are not completed for non-paid positions. Listed on the back of these instructions is the “Lists of Acceptable Documents” which outlines the various documents that can be presented in order to complete the Form I-9. Please note that the original document(s) from List A OR List B AND List C are needed for verification.***
- 6) A Coaching Requisition to Hire form (HR-F520) will be completed by school-site-designee with an administrator’s signature. A copy should be attached to the coaching paperwork and this form **must then be submitted electronically to position control**.
- 7) The fingerprint clearance form will be attached to all other forms and will be given to the new coach to take to Human Resources to be fingerprinted (There is a half sheet for New Coaches and a **different** half sheet for Returning Coaches)

### **DO NOT SEND COACHES TO FINGERPRINTING WITHOUT COMPLETELY FOLLOWING STEPS 1-7!**

It is the volunteer/student activity worker’s responsibility to take the paperwork to Human Resources to be fingerprinted and turn in the paperwork (complete the I-9 if they were not paid last year and will be in a paid position this year).

### **CURRENT DISTRICT EMPLOYEES - TO BE PAID FROM NON DISTRICT ALLOCATED FUNDS (i.e. Activity Funds)**

Current district employees do not need requisitions or the above paperwork. The secretary or bookkeeper simply turns in the Name of Employee and amount on the “**Pink Sheet**”.

### **RETURNING COACHES**

**NON-CONTRACTED EMPLOYEES-** These are coaches who coach year after year on an ongoing basis, but hold no other position with WCSD. **ALL** of these coaches must be fingerprinted each school year and optimally six weeks prior to the start of the season.

- 1) Print completed Coaching application at the school site (see Step 1 above), **both coach and school site designee sign printable application**.
- 2) **SCHOOL SITE DESIGNEE WILL COMPLETE AND SIGN THE REPRINT CLEARANCE NON-CONTRACT COACHING FORM. Please clearly identify whether the coach is Student Activity Paid or a Non-paid Volunteer Coach by circling it on the Clearance Form.**
- 3) **Take signed forms** to Human Resources to be re-fingerprinted. This process should be initiated 6 weeks prior to the start of the season.
- 4) The **\$55.00** processing fee will be waived for all **unpaid volunteer** coaches.
- 5) Program paid coaches (paid through Student Activity funds) will have the **\$55.00** processing fee deducted from their check to cover the cost of fingerprinting.

**When a coach is truly a volunteer the paperwork will be reviewed by HR and then sent back to the school to be filed. This information is confidential and should be kept in a locked file. These records must be retained for three years. Please shred it when it is no longer needed. If it is later determined that the coach will be paid**

*revised 4/16/2018*

If you have ANY questions, please Ellie Centeno-Ochoa or Rollins Stallworth (353-6901) or  
Lisa Porsow, Human Resources (348-0236)

**through student activity funds then the hiring paperwork will be resubmitted to HR *and the "pink sheet" to Payroll.***