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# CERTIFICATION PROCEDURE FOR COACHES (ATH-P005)

WENATCHEE SCHOOL DISTRICT

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## 1.0 SCOPE:

- 1.1. This outlines the procedure to follow for tracking coach's certification for Wenatchee School District middle school and high school coaches.

**The online version of this procedure is official; therefore, all printed versions are unofficial copies.**

## 2.0 RESPONSIBILITY:

- 2.1. Director of Athletics, Assistant Director of Athletics

## 3.0 APPROVAL AUTHORITY:

- 3.1. Director of Athletics

## 4.0 DEFINITIONS:

- 4.1. None required

## 5.0 PROCEDURE:

- 5.1. A coach is hired and given a Coaching Certification Packet to fill out and return to the athletic office with required documentation.

- 5.1.1. Coaching Questionnaire
- 5.1.2. Character and Fitness Assessment
- 5.1.3. W-4
- 5.1.4. I-9
- 5.1.5. Retirement Status Form
- 5.1.6. Blood Borne Pathogen Pamphlet
- 5.1.7. Blood Borne Pathogen Test

- 5.2 First Aid and CPR required for all coaches.

- 5.2.1 Coach brings First Aid/CPR card to Athletics Office
- 5.2.2 Enroll in First Aid/CPR class if certification not current

- 5.3 Assistant Director of Athletics fills out required paperwork and a coach's folder is made for a new coach.

- 5.3.1 Payroll Action
- 5.3.2 Coaches Standard Profile Sheet

- 5.4 The coach returns the Coaching Certification Questionnaire to the athletic office with any required documentation (see 5.4 for list).

- 5.5 The Assistant Director of Athletics sets up a personnel folder for the coach with a Coaches Profile Sheet, the Coaching Certification Questionnaire, payroll action and required documentation.

- 5.6 The Assistant Director of Athletics reviews the personnel folder of the new coach:

- 5.6.1 Current First Aid with Documentation
- 5.6.2 Current Cardio Pulmonary Resuscitation with Documentation

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- 5.6.3 Current Blood Borne Pathogen Training with Documentation
- 5.6.4 Current Sport Rules Clinic with Documentation
- 5.6.5 Current Swim Coach Certification with Documentation (Swim & Dive Coach only)
- 5.6.6 Driver Authorization (individual basis)
- 5.6.7 Clock Hours with Documentation (high school)
- 5.6.8 NFICEP Coaching Principles Course Completion with Documentation (middle school)
- 5.6.9 Personal Character and Fitness Supplement (non-certified only)
- 5.7 If the coach has met all the requirements for initial coaching certification, he or she is put on a continuous training level cycle, and a Coaches Profile Sheet is provided to the coach.
- 5.8 If the coach has not met all the requirements for initial coaching certification, the coach is put on a one-year probation, and a Coaches Profile Sheet is provided indicating what is needed to meet coaching certification requirements.
  - 5.8.1 Missing certification must be completed.
  - 5.8.2 Missing documentation must be supplied.
  - 5.8.3 Clock hours must be completed in required timeline.
  - 5.8.4 NFICEP Coaching Principles Course must be completed in the required timeline.
  - 5.8.5 Any coach who fails to meet these requirements within a year will be terminated.
- 5.9 After meeting all preliminary requirements, the coach is required to provide the athletic office with documentation for completed courses, clinics, or clock hours for continuous training requirements.
  - 5.9.1 The Director of Athletics reviews new documentation and the Assistant Director of Athletics provides the coach with an updated Coaches Profile Sheet.
- 5.10 When resigning, coaches must turn in a hard copy of their resignation to the Athletics Office.
- 5.11 Forms are filled out and sent to District Office.
  - 5.11.1 Employment Requisition
  - 5.11.2 Payroll Action
- 5.12 A Spring Survey is issued to all coaches to fill out. The survey is to see if the coach will be back for the following year.

### **6.0 ASSOCIATED DOCUMENTS:**

- 6.1. Wenatchee Public Schools Coaching Certification Questionnaire
- 6.2. Wenatchee School District Athletic Department WIAA Coaching Standards Coaches Profile Sheet

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### 7.0 RECORD RETENTION TABLE:

Identification	Storage	Retention	Disposition	Protection
All documents listed in Sections 5.4 and 6.0	Athletic Dept. files	While coaching for the District	Shred documents with personal ID, otherwise discard as desired	Zip Drive

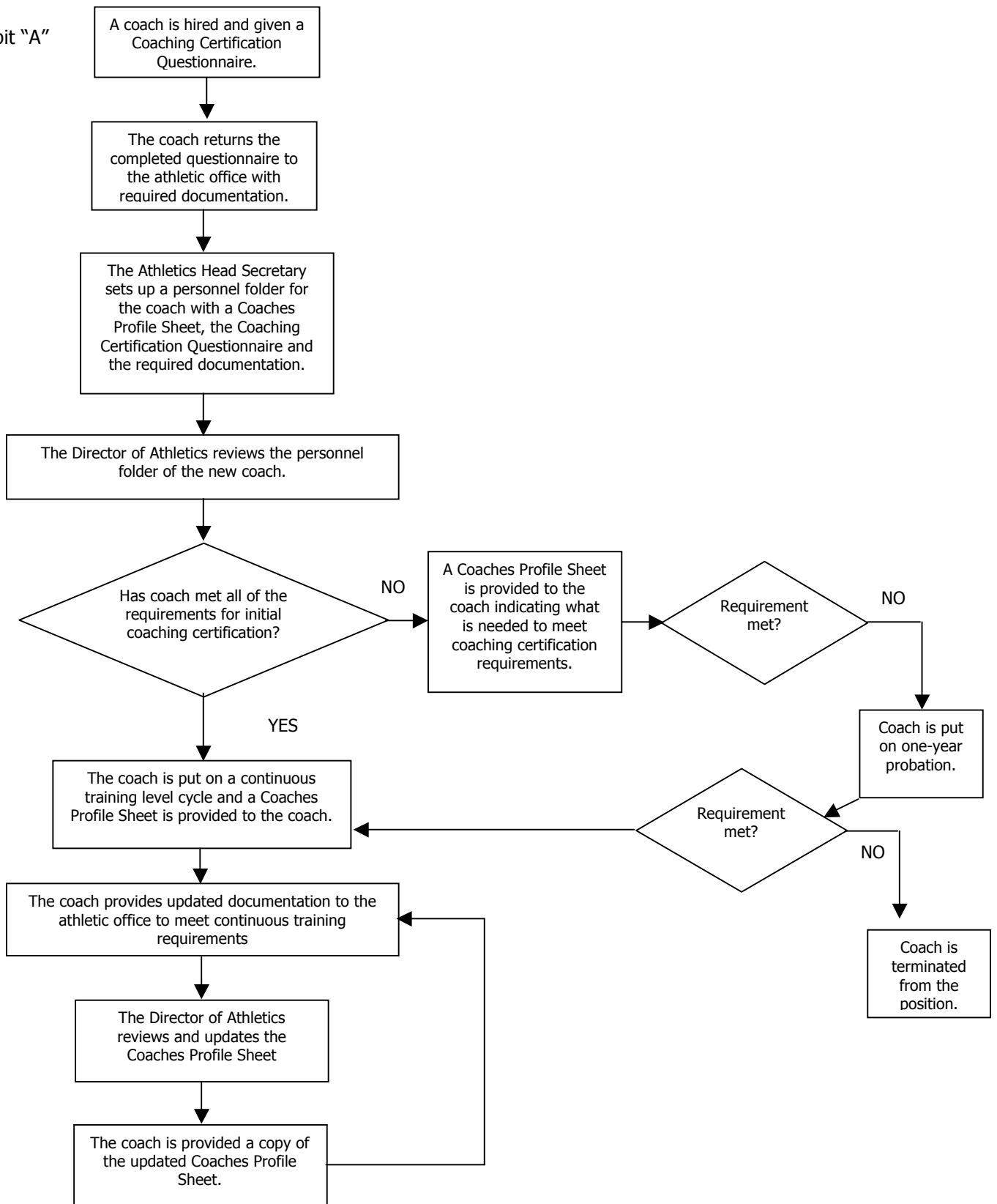
### 8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev:</u>	<u>Description of Revision</u>
04-Apr-03	A	Original release
6-Mar-09	B	Revised all of 5.1-5.9.1; added 5.10-5.11.2 Coaches resignation and 5.12 spring survey

# CERTIFICATION PROCEDURE FOR COACHES (ATH-P005)

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Exhibit "A"



**\*\* End of procedure \*\***