

# ACALANES HIGH SCHOOL

## *Home of the Dons*

Thank you for joining the Acalanes coaching team. The time and energy you will dedicate is very much appreciated by our student athletes and the Acalanes community.

**All coaches, paid and volunteer, must be approved by the governing board of the district before being allowed to coach.** In order to place your name on the board agenda, we must have a completed coaching packet. Please use the checklist below to assist you in this process. When **all** items are completed and you have the necessary certificates and documentation, make an appointment with [Acalanes Athletic Director](#), to turn in your forms and sign your contract. Please call 925-280-3970 ext. 7138 or [ahsathleticdirector@acalanes.k12.ca.us](mailto:ahsathleticdirector@acalanes.k12.ca.us). To avoid confusion, **only completed packets will be accepted.**

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| <input type="checkbox"/> Coaching Application*          | When complete return to <a href="#">School Administrative Assistant</a> in the Acalanes Administration Office.   |
| <input type="checkbox"/> Fingerprinting Appointment     | Only when your application has been turned in are you eligible to call for an appointment. (Call Classified HR at the District Office 925-280-3900 ext. 6623).   |
| <input type="checkbox"/> Coaching Certification         | Go to the NFHS website, nfhs.org, or follow this link: <a href="http://goo.gl/ZGcxj">http://goo.gl/ZGcxj</a> to complete the NFHS "Fundamentals of Coaching and the California State Component" Course. <b>Save and Print your completion certificate.</b> |
| <input type="checkbox"/> Concussion Certification       | Go to the NFHS website, nfhs.org, or follow this link: <a href="http://goo.gl/r3IDD">http://goo.gl/r3IDD</a> to complete the NFHS "Concussion in Sports - What You Need to Know" Course. <b>Save and Print your completion certificate.</b>                |
| <input type="checkbox"/> Cardiac Wise Certification     | Go to the Sport Safety International website at <a href="http://www.sportsafetyinternational.org/cardiacwise/">http://www.sportsafetyinternational.org/cardiacwise/</a> .<br><b>Save and Print your completion certificate.</b>                            |
| <input type="checkbox"/> TB Clearance                   | Submit negative TB test documentation. If you do not have a current TB clearance (within 4yrs), see your doctor for a TB test and obtain documentation of a negative test. Chest x-rays must be current within 1 year.                                     |
| <input type="checkbox"/> CPR Certification              | Submit current certification, (it must not expire during your season). If you don't have current certification, <a href="#">contact the Athletic Director</a> to find out when a clinic will be offered.   |
| <input type="checkbox"/> First Aid                      | Submit current certification, (it must not expire during your season). If you don't have current certification, <a href="#">contact the Athletic Director</a> to find out when a clinic will be offered.   |
| <input type="checkbox"/> CIF Coaches Code of Conduct*   | Read and sign the document.  |
| <input type="checkbox"/> Child Abuse/Mandated Reporter* | Read and sign the document.  |
| <input type="checkbox"/> Ejection Policy*               | Read and sign the document.  |
| <input type="checkbox"/> Payroll Packet*                | Complete only if you are confirmed to receive a stipend.   |
| <input type="checkbox"/> Coaching Contract Appt.        | Make an appointment with <a href="#">Acalanes Athletic Director</a> to turn in all certifications and documents and to sign your coaching contract   |

**The governing board meets 1 to 2 times a month and submissions for the agenda must be received at least 2 weeks in advance. To ensure you are eligible to coach at the start of your season, please plan accordingly and turn your documents in as soon as possible.**

\*Forms may also be found on the [Acalanes website](#) under [athletics/coaches](#).