

COACH ELIGIBILITY CHECK LIST

Name:	Sport:
TO BE COMPLETED WITH THE DISTRICT OFFICE HUMAN RESOURCES DEPARTMENT	
	Washington State Patrol Criminal History Form Completed.
	Fingerprints are on file.
	I have received, reviewed, signed and returned a copy of the district's Sexual Harassment, Bullying and Hazing Policies. I understand appropriate and inappropriate behavior and what constitutes sexual harassment, the reporting procedures and consequences.
	I have reviewed the Bloodborne Pathogen Training and returned the signature page.
	I have reviewed, signed and returned recommended policies signature page.
	I have reviewed and understand the district's HIPAA/FERPA Privacy requirements and confidentiality guidelines.
	I have reviewed, signed and returned the School Employee Duty to Report Form.
	Complete the OSPI Moral Character Supplemental Form 4020B.
	First Aid and CPR card on file.
	Attend concussion training annually. (Date: _____)
	Attend WIAA Rules Clinic annually per sport. (Date: _____)
TO BE COMPLETED WITH THE ATHLETIC DIRECTOR	
	I have received and reviewed a copy of the Handbook for Athletic Coaches
	I have received and reviewed a copy of the Guide for Student Athletes
	I have reviewed the WSRMP Athletic Liability Manual
	I have reviewed the Activity Matrix located in the Athletic Liability Manual and in the Handbook for Athletic Coaches with the athletic director and understand when I am and I am not working as a district employee while participating in sport club activities
	I have developed and reviewed a written plan defining the progression of skills to be taught, the hazards for each activity and specific safety skills and equipment required prior to the start of the first practice
	I understand the procedure for documenting injuries and incidents during games and practices.
	I know who my student athletes are that have an Emergency Health Care Plan. I have received and reviewed a copy of the plan from the school health consultant. (If additional information or training is needed, please have athletic director contact the school's health consultant.)
	I have received the appropriate set of school keys.
	I have reviewed the budget and understand purchasing procedures.
	I have developed a list of volunteers to help with clocks, score book, ticket selling or taking and supervision.
	I have directed any volunteer coaches to complete the required paperwork including background check prior to attending a practice.
	Other: