

Steps to Become an OUHSD Coach

1. Check with Athletic Director of requested school

2. Athletic Director informs district office of hire

3. After being hired by the school, your Athletic Director will contact the district to have you come in to do new hire paperwork

- Application for Coaching
- W4 and DE 4 (required for paid coaches)
- I-9 Form (Employment Eligibility Verification) – bring 2 forms of approved ID (see approved list)
- DOJ & FBI Clearance – call 530.538.7321 #3 for an appointment, then take form provided by the district office to the Sheriff's Department at 5 Gillick Way, Oroville, CA 95965 (must be done through OUHSD)
- TOX Clearance (Drug test) – take form provided by the district office to the Enloe Client Services 888 Lakeside Village Commons, Chico, CA (must be done through OUHSD)
- TB Test (expires after 4 years) - take form provided by the district office to the Enloe Client Services 888 Lakeside Village Commons, Chico, CA or test can be done at any office.

4. Complete training courses listed below and give certificates to your Athletic Director, or turn them into the district office. (Courses may be completed prior to doing paperwork)

CPR/AED (expires after 2 years)	Check with AD to see if there's a particular office to go to or the certificate may be obtained from any accredited online site (www.onlinecprcertification.net , www.nationalcprfoundation.com etc.)
First Aid (expires after 2 years)	Check with AD to see if there's a particular office to go to or the certificate may be obtained from any accredited online site (www.onlinecprcertification.net , www.nationalcprfoundation.com etc.)
Fundamentals of Coaching	www.nfhslearn.com
Concussion (expires after 2 years)	www.nfhslearn.com
Heat Illness (expires after 2 years)	www.nfhslearn.com
Sudden Cardiac Arrest (expires after 2 years)	www.nfhslearn.com
Mandated Reporter (required to take every school year)	www.mandatedreporter.ca.com – take the general training module (walk-on coaches)

5. Once all clearances are cleared, you will be added on the PAO to be board approved

6. Sign contract provided by your Athletic Director

7. Once board approved, you are able to start coaching. However, if any clearances expire after being board approved, you must not be out on the field until all clearances are up to date

District Office Contact:

Chello 530-538-2300 ext 1117/cmetcalf@ouhsd.net

Dale 530-538-2300 ext 1129/dcary@ouhsd.net