

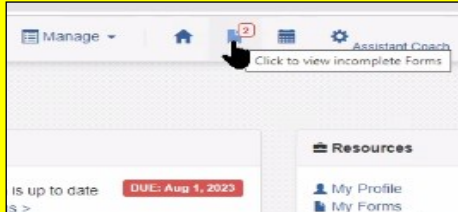
2024-25 Coaching Requirements



Annual Coaches Requirements Checklist to Start the Season for 2024-2025

After completion of the hiring process or when cleared to volunteer, these requirements must be completed PRIOR to coaching and working with students.

Look for Forms to Complete

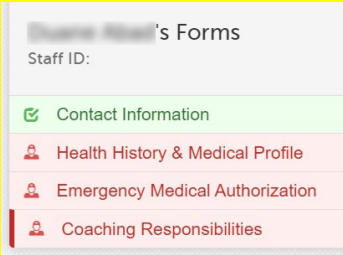


Forms are found in the upper right corner by your name. Look for an icon with a number between the home and calendar icons. If there is no icon showing, there are no incomplete forms for you at this time.

You can choose to fill-in as much, or as little, information in the Contact Info, Health History, and Emergency Medical Authorization. These are used in the event of a medical emergency where another coach can access this information for the medical personnel.

Coaches Acknowledgement is now in FinalForms

Replacing the separate Microsoft Form is now a **form that is digitally signed by each coach once a year in FinalForms.**



FinalForms Example: puyallup-wa.finalforms.com

Your forms will be in a different order on your profile.

- A. WIAA General and Sport Specific rules clinic (click blue button for www.my247ed.com)
- B. PSD Vector Trainings from Human Resources and athletic office, Concussion and Sudden Cardiac Arrest.
- C. Volunteer Coaching Form, renewed each year. ***
- D. First Aid, CPR, and AED certification. ***
- E. Other sport specific training requirements (football, swim & dive, pole vault, cheer/stunt) ***
- F. WIAA Coaches Education verification. Contact Athletic Office for options if not completed. ***

*** = can upload to FF

FinalForms Color Chart

Green = Certification Complete	
Yellow = Certification Expiring Soon	
Red = Certification Not Completed, Cannot Coach	

Status	#	Title	Certified	Expiration	Actions
	A	WIAA General Rules Clinic <i>My247ed WIAA General Rules Certification</i>	8/7/2023	8/1/2024	
		WIAA Football Rules Clinic <i>My247ed HS Football Certification</i>	8/17/2022	8/1/2023	
		WIAA Track & Field Rules Clinic <i>My247ed HS Track and Field Certification</i>	2/22/2023	2/22/2024	
	B	Vector Trainings Bundle		8/1/2024	
		WIAA/Vector Concussion Management		8/1/2024	
		WIAA/Vector Sudden Cardiac Arrest		8/1/2024	
	C	Volunteer Coach Information Form		11/1/2024	
	D	WIAA First Aid/CPR	8/4/2023	8/4/2025	
	E	WIAA Hands On Football Safety Training	8/14/2023	8/14/2025	
	F	WIAA Coaches Education	8/9/2023	8/9/2026	

Click on the blue buttons for instructions on how to complete these requirements

Uploading Documents

Coaches can upload certification documents to their account in FinalForms instead of sending through email.

Once uploaded, the athletic office receives a message to check the document.

WIAA and Vector Trainings do NOT need to be uploaded.

Puyallup SD Annual Coaches Requirements Checklist for 2024-2025

THE FOLLOWING MUST BE COMPLETED BEFORE THE FIRST DAY OF PRACTICE FOR EACH SPORTS SEASON:

Hiring/Approval Paperwork Completed – are you approved to coach in the PSD?

___ Newly hired paid coaches must complete ALL hiring paperwork with Human Resources and athletic office PRIOR to starting to coach. May not coach without this approval from the district athletic office.

___ All volunteer coaches must complete a Volunteer Interest Form **EACH YEAR** and submit to the district athletic office to start the process. Volunteers will be sent info on next steps. May not coach until volunteer is approved by the district athletic office.

TRAININGS: Start at puyallup-wa.finalforms.com to see all required certifications and Forms. Look on right side of Certifications list for instructions.

PSD Coaches Resources Web Page Material

Visit www.puyallupsd.org/coaches to view the **PSD COACHES HANDBOOK** and other PSD materials required for coaches.

___ **Complete the Coaching Responsibilities form** acknowledging you have reviewed the material on this page including the Coaches Handbook. Coaches are responsible for knowing this information. Once per year, **now a form in FinalForms**.

Reference back to this web page for documents and forms to use throughout the school year.

WIAA Rules Clinics – Certifications should sync from my247ed or the district athletic office can verify completion.

All coaches must complete these WIAA online clinics through puyallup-wa.finalforms.com (a link is provided to my247ed)

WIAA General Rules Clinic

WIAA Sport Specific Rules Clinics for all sports coached – HS fall season available 8/1, winter 10/1, spring 2/1.

All junior high sport clinics are available starting 8/15.

Additional training requirements for specific sports – Provide documentation of completion to district athletic office by uploading in FinalForms to the correct certification.

Football: Safe Tackling and Helmet Shoulder Pad Fitting, hands on through WIAA courses

Swim, dive and water polo: Red Cross Safety Training for Swim Coaches/Lifeguard Certification

Pole vault certification

Cheer and Dance: Stunt Certification

Online Vector Trainings required by PSD for ALL employees and volunteers

EMPLOYEE LINK: <http://puyallup-wa.safeschools.com>

VOLUNTEER LINK: <http://puyallupvols-wa.safeschools.com>

IGNORE THE DUE DATES – MUST BE COMPLETED PRIOR TO COACHING.

Coaches who are employees in the district in another capacity have until September 30 to complete the HR required components, the athletic components must be completed prior to coaching.

Do not print certificates or upload. The district athletic office can verify completion through the Vector Training system.

CPR/First Aid/AED Certification

___ Provide copies of certification that is valid **through the season** (s) you coach. Upload to FinalForms. Check with the district athletic office about training opportunities if no valid certification.

WIAA Coaches Education

___ Provide documentation that you have met the WIAA Coaches Education requirements. Currently new coaches must complete training by the end of their second year of coaching. Certification is valid for three years. Athletic office can provide options.