

# **CERTIFICATED COACH**

(Permanent Certificated Employees only)

**Please complete the following:**

- Coaching document check-off list
- Certificated Important Form
- No Drive Notification Letter (*\*one-time requirement only; not required if letter already submitted to HR*)
- Global Positioning System (GPS) Device – Fact Sheet (*\*one-time requirement only; not required if letter already submitted to HR*)

**Verify that the following items are up-to-date and valid for entire school year:**

- TB test results (Valid for 4 years)
- Original** CPR card or certificate (Must include hands-on training, valid for 2 years)
- Original** First Aid card or certificate (Must include hands-on training, valid for 2 years)
- Concussion in Sports certificate (Renewal is tied to CPR/First Aid renewal date)
- Sudden Cardiac Arrest certificate (Renewal is tied to CPR/First Aid renewal date)
- Heat Illness Prevention certificate (Renewal is tied to CPR/First Aid renewal date)
- Fundamentals of Coaching certificate (Does not apply to elementary coaches and Dance, Drill Team, Band, or Badminton)
- Keenan Trainings
- \*\*Cheer/Pep Coaches: USA Cheer Spirit Safety Certification (previously known as AACCA National Safety Certification)
- \*\*Water Polo/Swimming Coaches: Basic Water Rescue, Safety Training for Swim Coaches, or Lifeguarding certification from American Red Cross (must include in-water training)

**High School Coaches** – Please contact your Athletic Director for any questions regarding your application or certifications.

**Elementary and Middle Coaches** - Please contact the principal for any questions regarding your application or certifications.

**Human Resources will contact you if any additional information is required.**

**REMINDER: If you have recently changed your name, moved, or changed any of your contact information, please visit Human Resources as soon as possible to request a change of information form. This request must be submitted in person with a valid photo ID in order to update your information in our database.**



HACIENDA LA PUENTE UNIFIED SCHOOL DISTRICT  
 Human Resources Department  
**EXTRA DUTY ASSIGNMENTS/COACHES - CERTIFICATED COACH**

School Site: \_\_\_\_\_

School Year: \_\_\_\_\_

Print Name: \_\_\_\_\_

Note: Please print and complete the **bold** items along with this form and submit them to authorized school personnel or Human Resources.

Initials	Form Name
	Application
	<b>Important Form</b>
	Required Certifications/Coaching ID Badges Handout
	Employee/Student Interaction Notice
	<b>No Drive Notification Letter (one-time requirement only)</b>
	Emergency Contact Information
	Mandated Reporting Requirement for Coaches
	HLPNet Membership Application (if applicable)
	<b>Global Positioning System (GPS) Device - Fact Sheet (one-time requirement only)</b>
	Retirement Questionnaire
	Form I-9 – Employment Eligibility Verification

Initials	Form Name
	Form W-4 – Withholding Allowance
	Oath of Allegiance (Form #1001)
	HLPUSD Warrant Recipient Designation (Form #1048)
	CALPERS Form (EAMD-801)
	Annual Employee Reminders (Form #1870)
	Health Information Privacy Practices
	Worker's Compensation Information
	Employee Assistance Program – REEP
	Payroll Schedule
	Child Abuse and Neglect Staff Handbook

I acknowledge that I have received, read, completed and understand all of the above information.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

HUMAN RESOURCES DEPARTMENT ONLY	
Assignment(s): _____	
<input type="checkbox"/> Certificated _____	<input type="checkbox"/> Stipend
<input type="checkbox"/> Classified _____	<input type="checkbox"/> Site-Funded
<input type="checkbox"/> Walk-on	<input type="checkbox"/> Volunteer



**IMPORTANT** For Current Certificated HLPUSD Employees

FOR OFF-SEASON  
VOLUNTEER COACHING,  
PLEASE COMPLETE PAGE 2

**Name:** \_\_\_\_\_

**COACHES MUST COMPLETE THE FOLLOWING MANDATORY REQUIREMENTS:**  
(Initials required on #3b, #8a & #9. Signature required on page 2)

1. If applicable, employment paperwork should be uploaded to Home Campus (Coaches Clearance) for High School Coaches. Elementary and Middle School Coaches should submit employment paperwork to site administrator.
2. Verification of a Mantoux (TB) test for tuberculosis or TB Risk Assessment (valid for four (4) years).
3. Completion of First Aid and CPR certification (must be valid for entire assignment). If certification expires within coaching season, it must be renewed BEFORE the start of the coaching assignment.
  - a. Elementary/Middle Schools: **Child and Adult CPR** are required. High Schools: **Adult CPR** is required.
  - b. **All First Aid and CPR certification must include hands-on training. Acceptable agencies include: American Red Cross, American Heart Association, American Safety & Health Institute, American CPR Training, EMS Safety, and CPR & More.** \_\_\_\_\_ (initials)
4. Have you ever coached in a CIF member school in the past?  
(Does not apply to elementary coaches and Dance, Drill Team, or Band)
  - Yes** – You must complete the **CIF Fundamentals of Coaching** program (www.NFHSLearn.com).
  - No** – A one-time waiver of this requirement may be granted for the first sports season and will expire upon the completion of that sports season.
5. Completion of the following certifications on **www.NFHSLearn.com**:  
(Renewals are directly tied to the renewal date of the First Aid and CPR certification – every two (2) years)
  - **Concussion in Sports – What You Need to Know**  
Also acceptable from www.cdc.gov (**Heads Up: Concussion in High School Sports**)
  - **Sudden Cardiac Arrest**
  - **Heat Illness Prevention**
6. Completion of **Keenan SafeSchools** trainings (required annually).
7. Cheer/Pep Coaches: Completion of **Cheer and Dance Safety Certification**, previously known as AACCA National Safety Certification Program (Stunt Certificate). Also required for Dance coaching with stunts. Valid for four (4) years, must renew before expiration date.
8. Water Sports Coaches: Completion of water safety certification.
  - a. **We will only accept one of the following through American Red Cross: Basic Water Rescue, Safety Training for Swim Coaches or Lifeguarding. Courses must include in-water training.** \_\_\_\_\_ (initials)
9. Coaches will not be considered cleared and approved to coach until they have been issued a current photo badge for the school year. Coaching badges **must be worn at all times** while on school premises. \_\_\_\_\_ (initials)

**COACHES WHO FAIL TO HAVE THE ABOVE-LISTED REQUIREMENTS COMPLETED PRIOR TO HAVING A COACHING ASSIGNMENT ARE NOT AUTHORIZED TO WORK WITH STUDENTS & WILL NOT BE PAID!!**

\*\*\***(Signature required on page 2)**\*\*\*

**IMPORTANT** For Current Certificated HLPUSD Employees

FOR OFF-SEASON  
VOLUNTEER COACHING,  
PLEASE COMPLETE PAGE 2

By signing below, I acknowledge that I must complete all mandatory requirements, receive authorization from Human Resources and site administration, and receive approval from the Board of Education before I can begin any paid coaching assignments.

Printed Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_  
 Site \_\_\_\_\_ Assignment \_\_\_\_\_ Additional Assignment \_\_\_\_\_

**HIGH SCHOOLS ONLY**  
**OFF-SEASON COACHING ASSIGNMENTS**

Indicate off-season assignments and effective dates below (site administrator must sign for approval):

**Does not apply to Summer**

ASSIGNMENT	START DATE	END DATE	SITE ADMIN APPROVAL

By signing below, I acknowledge that I must complete all mandatory requirements and receive authorization from Human Resources and site administration before I can begin any off-season coaching assignments. I understand that I will not be receiving payment or any other form of compensation from HLPUSD or any third parties during the off-season dates indicated above.

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**COMPLETED BY HUMAN RESOURCES ONLY – INDICATE CERTIFICATED ASSIGNMENT(S) AND PAID EFFECTIVE DATES**

q FALL      ASSIGNMENT: \_\_\_\_\_      START DATE: \_\_\_\_\_      END DATE: \_\_\_\_\_

q WINTER      ASSIGNMENT: \_\_\_\_\_      START DATE: \_\_\_\_\_      END DATE: \_\_\_\_\_

q SPRING      ASSIGNMENT: \_\_\_\_\_      START DATE: \_\_\_\_\_      END DATE: \_\_\_\_\_

q SUMMER      ASSIGNMENT: \_\_\_\_\_      START DATE: \_\_\_\_\_      END DATE: \_\_\_\_\_

# REQUIRED CERTIFICATIONS

**We accept CPR & First Aid certification from the following agencies only (must include hands-on training - no exceptions, typically renewed every two (2) years):**

American Red Cross  
American Heart Association  
American Safety & Health Institute  
American CPR Training  
EMS Safety ([www.emssafetyservices.com](http://www.emssafetyservices.com))  
CPR & More ([www.cprnmore.com](http://www.cprnmore.com))

## **Campus Locations that offer CPR & First Aid Classes:**

Willow Adult (American Heart Association)  
14101 E. Nelson Ave  
La Puente, CA 91744  
(626) 934-2801 or 2808

**CIF: Fundamentals of Coaching** – One time only, no renewal needed.

Course is available on [www.NFHSLearn.com](http://www.NFHSLearn.com)

*(Required for HS Cheer/Pep; not required for elementary coaches and Dance, Drill Team, Band, or Badminton)*

**The following certifications must be completed together with CPR/First Aid:**

Free courses are available on [www.NFHSLearn.com](http://www.NFHSLearn.com)

- **Concussion in Sports** (Also acceptable from [www.cdc.gov](http://www.cdc.gov) – [Heads Up: Concussion in High School Sports](#))
- **Sudden Cardiac Arrest**
- **Heat Illness Prevention**

*(Note: Renewals for the above certifications are tied directly to CPR & First Aid renewal date)*

**Keenan trainings must be completed annually at [hlpusd.keenan.safeschools.com](http://hlpusd.keenan.safeschools.com).**

*(Note: Keenan trainings must be assigned by school administrator)*

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**Water Safety Certification** — Coaches involved in Aquatics (Swimming, Water Polo) must complete water safety certification from **American Red Cross**; **courses must include in-water training**, renewed every two (2) years.

**We accept the following certifications only (no exceptions):**

- [Basic Water Rescue](#)
- [Safety Training for Swim Coaches](#)
- [Lifeguarding](#)

**USA Cheer Spirit Safety Certification** (Previously known as AACCA National Safety Certification Program) Stunt certification for Cheer/Pep coaches only (also required for Dance coaching that involves stunts). Course is available on [www.NFHSLearn.com](http://www.NFHSLearn.com) - One time only, no renewal needed



HACIENDA LA PUENTE UNIFIED SCHOOL DISTRICT  
HUMAN RESOURCES DEPARTMENT  
15959 E. GALE AVE.  
CITY OF INDUSTRY, CA 91745-0002

Coaching ID Badges

**Coaches will not be considered cleared and approved to coach until they have been issued a current photo badge for the school year. Coaching badges must be worn at all times while on school premises.**

1. New Coaches:

- A photo will be taken during your fingerprinting appointment. After fingerprints have cleared and all necessary documents are completed and have been received you will be placed on the School Board Agenda for approval.
- Once approved, a badge will be issued by HR.

2. Returning Coaches:

- Returning coaches cannot coach until they have been cleared by HR. Paid coaches must also be Board approved prior to starting assignment.
- A new badge indicating the current school year will be issued.
- Badges from previous years must be returned before a new one will be issued.

3. Replacement Badge:

- \$10.00 First Replacement Fee – paid to HR
- \$25.00 Second Replacement Fee – paid to HR
- If a third replacement is necessary, Principal, Assistant Principal, & Athletic Director will be notified. HR will wait for instructions from the site.

4. Temporary Badge:

- Coaches who have forgotten or misplaced their coaching badges may be issued a temporary badge by the Principal/Assistant Principal at site.
- These badges are issued on a temporary basis only and shall not be used on a regular basis.



# HACIENDA LA PUENTE UNIFIED SCHOOL DISTRICT HUMAN RESOURCES DEPARTMENT

15959 E. GALE AVENUE • CITY OF INDUSTRY, CA 91745 • (626) 933-3830 • (626) 855-3594

Congratulations on your selection as a Coach for our district. We appreciate your willingness to work with our students. Please be reminded that under no circumstances are you to drive or operate a district vehicle including utility and golf carts unless expressly authorized and trained by the Transportation Department.

In addition, at no time are you permitted to drive district students in your own vehicle, nor are you authorized to coach any of our students privately in your home or any other off -site facility without the expressed written permission of the district. Failure to adhere to these directives will result in automatic termination.

If you have any questions or concerns, please do not hesitate to call.

Sincerely,

Kevin Maldonado  
Acting Assistant Superintendent  
Human Resources

My signature acknowledges I have received, read and agree to the terms in the information stated above.

Print Name

Signature

Date

*Vision Statement:*

*The Hacienda La Puente Unified School District is a community committed to developing lifelong learners who value themselves and the diversity of all people; apply decision-making skills leading to responsible actions; and use creativity, critical thinking, and problem solving in meeting the challenges of a changing society.*





**Global Positioning System (GPS) Device – Fact Sheet**

All vehicles operated by Hacienda La Puente Unified School District (HLPUSD) are equipped with Global Positioning System (GPS) Devices.

The GPS device tracks the following data:

- Geographical Location of the Vehicle
- Speed of the Vehicle
- Mileage driven
- Distance traveled
- Start, Stops and Idle times
- Engine Emergency Codes

HLPUSD vehicles are affixed with a sticker to indicate that the vehicle is equipped with a GPS tracking device.

The GPS data is usually stored for a period of 12 months. Superintendent or designee can extend the storage period for specific cases/incidents.

Only designated staff or authorized vendors are allowed to install, service, repair, remove, reposition, or alter GPS hardware or software. Intentional damage, tampering and/or disabling of vehicle GPS equipment, defacing, or removing the sticker without approval is prohibited and may result in disciplinary action.

The GPS data is considered “Public Records” as defined under California Public Records Act. (Government Code 6250 et al.)

Employees are required to adhere with all policies, procedures, applicable laws, and regulations when driving and operating a District vehicle.

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I certify that I understand the GPS Device - Fact Sheet and agree to adhere to the policies when driving a HLPUSD vehicle.

**Printed Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

