



Volunteer Coach Checklist

Name: _____ Date: _____

Cell #: _____ Email: _____

Sport(s): _____ School: _____

Please have this form completed and accompanied with the printed course completions / certificates and mail or drop-off to:
**Community Education/VIPS office, Panorama Village building,
240 Villa Crest Drive State College, PA 16801**

CHECKLIST:

- I. All must annually complete and sign this [2025-2026 Policy and Procedure Form](#)
- II. Certifications: These certifications, annual unless otherwise noted, can be accepted anytime after July 1 for the upcoming school year and are free.
 - _____ A. Concussion Training Course (must complete either of the two courses)
 - <http://nfhslearn.com/courses/38000>
 - <https://sportsafety.com/coach/concussionwise/>
 - _____ B. Sudden Cardiac Arrest Training Course
 - [CardiacWise](#)
 - _____ C. Bullying, Hazing, and Inappropriate Behaviors - (one time certification)
<https://nfhslearn.com/courses/bullying-hazing-and-inappropriate-behaviors>
- III. _____ D. [Volunteer Clearance and Mandated Reporter Information](#)

Please print the course completions / certificates and mail or drop-off to:

**The Community Education/VIPS office
Panorama Village building
240 Villa Crest Drive
State College, PA 16801**

Once this is completed and submitted to the VIPS office, you will then need to contact the Athletic Office at 814-231-1143 or StateAD@scasd.org to finalize and confirm the necessary steps to begin volunteering.

In addition, the volunteer athletic coach will receive additional materials and information as well as directions in obtaining a SCASD ID Badge from the athletics office.

VOLUNTEER COACHES

Properly managed, the use of volunteer coaches can be a valuable asset to an athletic program. Selection of volunteers must be a carefully thought-out process. Head coaches have the discretion to approve or not approve a volunteer coach based on, but not limited to, staff needs, experience, knowledge of the sport, and philosophical alignment. Care must be given to select a person or persons who are personable, knowledgeable, interested in the welfare of the student-athletes and the team and willing to operate under the strict guidance of the coaching staff. Volunteers may be permitted to have input in such areas as team strategy, team selection and practice organization. Persons involved as volunteers may assist the coaching staff in the decision-making process, but the final responsibility in all decisions rests with the head coach.

Volunteers are to be supervised at all times. All volunteers are required to submit all the necessary clearances and certifications listed above. Once these clearances are secured they must be submitted to the VIPS office. Once the certifications are secured, they need to be submitted to the Athletics Office.

It is normally not appropriate to select an individual as a volunteer if their child is a candidate for the team. Consideration may be given to a parent with specialized skills or one who has been a long time volunteer in a specific program. All volunteer's participation will be under constant evaluation.

A volunteer coach candidate must be interviewed by the Athletic Director before they may participate in the program.

Athletic Office Contact Information:

Loren Crispell
Athletic Director
Inc12@scasd.org
814-231-1143

Tammy Smith
Administrative Assistant
tcs19@scasd.org
814-231-1143

John Mankowich
Assistant Athletic Director
jxm67@scasd.org
814-231-1143

Susie Sekunda
Administrative Assistant
sms55@scasd.org
814-231-1143

Any questions may be directed towards the VIPS Supervisor who is best reached by email at volunteers@scasd.org or by phone at 814-231-1062.