Athletic Coaching Flow Chart

Head Coaches & Assistant Coaches Apply on Edjoin.org

Screening/ Interview packet will be sent to Site AD

AD returns complete packet/ incomplete will be returned

Recommendation to Hire Presented to Assistant Superintendent HR

NO

HR Technician notifies AD

YES

Offer the positions

Note

- **Required for all Head Coaches and Assistant Coaches prior to coaching (Turn in to HR)**
  - **Fingerprint/Livescan**
  - **TB**
  - **I-9**
  - **Payroll Packet**
  - **CPR/First Aid Certification**
- **All Head Coaches and Assistant Coaches meet with AD to**
  - **Review and sign Code of ConductReview Coaches Handbook**

NFHS

NFHS Learning Center:
https://nfhslearn.com/courses

- **Concussion in Sports (Every 2 years)**
- **Fundamentals of Coaching Certificate (1 time)**
- **Sudden Cardiac Arrest (Every 2 years)**
- **Bullying, Hazing and Inappropriate Behaviors (1 time)**
- **Heat Illness prevention (Every 2 years)**
- **Cheer Coaches Only:**
- **AACCA Spirit Safety Certification**

Yes

NO

HR will email AD & Coach that they are cleared and able to be on field

Coach will not go to Board Human Resources unable to process stipend. Due to incomplete protocol.

Name will be taken to the Board/ Stipend will be processed at the end of the season

HR Tech will contact AD/ HR Admin

NVUSD

NAPA VALLEY UNIFIED SCHOOL DISTRICT