# VOLUNTEER COACH PACKET – INITIAL CLEARANCE

*volunteer status must be renewed every two years*

Prior to beginning any volunteer coaching activity, it is the responsibility of the volunteer to meet with the Head Coach, Building Athletic Director and complete and submit all required paperwork.

If you have questions, please contact the appropriate Athletic Director or Athletics Assistant Principal.

- Jordan Frost, Glacier Peak High School Athletic Director – 360-563-7611
- Zach Ward, Snohomish High School Athletic Director – 360-563-4080
- Angela Collins, Valley View Middle School Athletics Assistant Principal – 360-563-4530
- Philippa Farrell, Centennial Middle School Athletics Assistant Principal – 360-563-4231

***TO BE COMPLETED BY THE VOLUNTEER COACH***

Name: _____ Sport: _____

School: ____ Glacier Peak ____ Snohomish ____ Centennial ____ Valley View

Signature below acknowledges that I have reviewed the requirements and meet all the criteria to become a volunteer coach in the Snohomish School District. You will be contacted by the head coach once your application has been approved. ***You will not be allowed to volunteer until cleared by the Head Coach and Athletic Director.***

_____ _____

*Volunteer Coach's Signature* *Date*

***TO BE COMPLETED BY THE SNOHOMISH SCHOOL DISTRICT HEAD COACH***

Signature below acknowledges that:

- ✓ You have met with the volunteer coach applicant to review volunteer and program expectations, ***and***
- ✓ You are responsible for the supervision of all volunteer coaches within your program, ***and***
- ✓ You approve of this volunteer coach.

_____ _____

*Head Coach's Signature* *Date*

***TO BE COMPLETED BY THE ATHLETIC DIRECTOR/ASSISTANT PRINCIPAL***

Signature below acknowledges that this person is recommended to volunteer coach. Final approval and clearance is contingent on results of the WSP fingerprint background check.

_____ _____

*Athletic Director's Signature* *Date*

*updated: August 10, 2026*

# VOLUNTEER COACH APPLICATION CHECKLIST

*Only completed packets with all required documents will be accepted*

_____ Meet with the head coach to review program and volunteer expectations and to confirm head coach's approval and acceptance into the athletic program. Head coach must sign the front page.

_____ Complete the online Snohomish School District Safe Visitors application and background check. You will receive verification on your background check. **Print off a copy of the verification and submit with the packet – this is not your final clearance to volunteer coach**.

*link: https://secure.safevisitorsolutions.com/Safe/Volunteer/snohomish/volunteer*

_____ Complete the Volunteer Coach Information form (attached).

_____ Attach a copy of your valid Washington State Driver's License.

_____ Attach a copy of your valid First Aid and CPR card.

*If you do not have a current First Aid/CPR you must be enrolled in the next available class. Class information is available from the District Athletic Administrative Assistant at 360-563-4210.*

_____ Submit this completed packet, copies (*Safe Visitors verification, First Aid/CPR, Driver's License)* to the school's Athletic Office for processing. **Incomplete packets will not be accepted.**

*Temporary clearance to volunteer will be based on the initial packet and a fingerprint packet will then be issued. The volunteer will have one week to complete the fingerprint packet and return to the athletic office with payment.*

_____ Complete the fingerprint packet and attach required payment.

*As of 8/1/23 the fee is $50.00 – check/money order only and made out to O.S.P.I.*

*Note: Continued clearance to volunteer will be contingent on results of the fingerprint background check.*

***Additional/Ongoing Requirements for Volunteer Coaches***

_____ Complete required WIAA trainings (required to be completed PRIOR to volunteering).

*Information and requirements will be communicated annually by the Athletic Office*

_____ Complete required Safe Schools trainings by designated due dates.

*Information and requirements will be communicated annually by the School District*

_____ Submit updated CPR/First Aid card prior to expiration dates.

*Volunteer status is valid for two years. If a volunteer does not break service with the district, renewal will require completion of the online SSD Safe Visitors application and providing a copy of their current Washington State Driver's License. If service is broken within the two years, a complete packet, including fingerprints will be required.*

*updated: August 10, 2026*

# VOLUNTEER COACH INFORMATION

Name: _____ _____ _____
*First Name* *M.I.* *Last Name*

Address: _____

City: _____ State: _____ Zip: _____

Cell Phone: _____ Home Phone: _____

Email Address: _____

Current Employer: _____ Phone: _____

Emergency Contact: _____ Phone:_____

Do you have any allergies or other health conditions that staff should be aware of in case of an emergency?

_____

Prior volunteer or paid coaching experience: _____

_____

_____

*updated: August 10, 2026*