

## Check List before Coaching

### Checklist:

- 1) First Aid Certification / CPR
- 2) NFHS Fundamentals of Coaching Course <http://nfhslearn.com/coreCourseDetail.aspx?courseID=39000>
- 3) Concussion Training (annually) <http://nfhslearn.com/electiveDetail.aspx?courseID=38000>
- 4) Heat Acclimatization and Heat Illness Prevention <http://nfhslearn.com/electiveDetail.aspx?courseID=34000>
- 5) Steroid Education (every 4 years) <http://www.ode.state.or.us/search/page/?=2571>
- 6) Pass State(OSAA) rules exam (annually)
- 7) Complete contact information form
- 8) District HR Packet:
  - a) job description
    - Head Coach <http://www.salemkeizer.org/jobdescriptions/coach-head>
    - Assistant Coach <http://www.salemkeizer.org/jobdescriptions/coach-assistant>
  - b) Talent Ed <https://salemkeizer.cloud.talentedk12.com/hire/ViewJob.aspx?JobID=67>
  - c) drivers certification <http://www.salemkeizer.org/qam/use-private-vehicles-staff-student-transportation>
  - d) Criminal background check <http://www.salemkeizer.org/qam/volunteer-criminal-history>
- 9) Mandatory Training from Salem-Keizer  
SEE the ATHLETIC DIRECTOR
- 10) Van Driver Certification
- 11) Review The Coaches Handbook
- 12) Keys & Codes

Optional, but recommended:

- 1) Sports season meeting with AD
- 2) Spirit of a Champion program
- 3) Community Service Project
- 4) Attend Professional Development clinic/workshops:  
(i.e. NFHS Sports Specific Courses/Elective Courses and Clinics)

## Check List before Coaching

### Coaches On Staff - Yearly

- 1) First Aid Certification / CPR – On file
- 2) NFHS Fundamentals of Coaching Course – <http://nfhslearn.com/coreCourseDetail.aspx?courseID=39000>
- 3) Concussion Training (annually) - <http://nfhslearn.com/electiveDetail.aspx?courseID=38000>
- 4) Heat Acclimatization and Heat Illness Prevention <http://nfhslearn.com/electiveDetail.aspx?courseID=34000>
- 5) Steroid Education (every 4 years) – <http://www.ode.state.or.us/search/page/?=2571>
- 6) Pass State(OSAA) rules exam (annually) – Given at Coaches Meeting
- 7) Oregon Athletic Coaches Association membership (annually) – Meridith has the forms. Gold Cards from Club accounts.
- 8) Complete contact information form – From Meridith
- 9) District HR Packet: -
  - a) job description  
Head Coach <http://www.salemkeizer.org/jobdescriptions/coach-head>  
Assistant Coach <http://www.salemkeizer.org/jobdescriptions/coach-assistant>
  - b) drivers certification <http://www.salemkeizer.org/qam/use-private-vehicles-staff-student-transportation>
- 9) Review The Coaches Handbook
- 10) Keys & Codes
- 11) Review Coaches Handbook

Optional, but recommended:

- 1) Sports season meeting with AD - Head Coach Must
- 2) Spirit of a Champion program -
- 3) Community Service Project
- 4) Attend Professional Development clinic/workshops:  
(i.e. NFHS Sports Specific Courses/Elective Courses and Clinics)

### Coaches Off-Staff – (Including Volunteers 1-7 & 10)

- 1) First Aid Certification / CPR – On File
- 2) NFHS Fundamentals of Coaching Course – <http://nfhslearn.com/coreCourseDetail.aspx?courseID=39000>
- 3) Concussion Training (annually) - - <http://nfhslearn.com/electiveDetail.aspx?courseID=38000>
- 4) Heat Acclimatization and Heat Illness Prevention <http://nfhslearn.com/electiveDetail.aspx?courseID=34000>
- 5) Steroid Education (every 4 years) - <http://www.ode.state.or.us/search/page/?=2571>
- 6) Pass State(OSAA) rules exam (annually) Given at Coaches Meeting
- 7) Oregon Athletic Coaches Association membership (annually) Heather has the forms. Paid from Club Account.
- 8) Complete contact information form– From Meridith
- 9) District HR Packet:
  - a) job description  
Head Coach <http://www.salemkeizer.org/jobdescriptions/coach-head>

# Check List before Coaching

Assistant Coach <http://www.salemkeizer.org/jobdescriptions/coach-assistant>

b) Fill out EDZapp on line yearly – Only if paid <https://salemkeizer.cloud.talentedk12.com/hire/ViewJob.aspx?JobID=67>

c) Drivers certification

d) Criminal background check <http://www.salemkeizer.org/qam/volunteer-criminal-history>

10) District mandatory training through the Athletic Director

11) Review The Coaches Handbook

12) Keys & Codes

Optional, but recommended:

1) Sports season meeting with AD – Head Coach

2) Spirit of a Champion program

3) Community Service Project

4) Attend Professional Development clinic/workshops.

# Check List before Coaching

OSAA Web Site

NFHS Fundamentals of Coaching Course

Concussion Training (annually)

Steroid Education (every 4 years)

Pass State (OSAA) rules exam (annually)

Non district employees may access the Academy for Teaching and Learning by contacting the TIS help desk at 5555 between 7:30AM and 4:30PM. TIS will set up an account for them at that time. The employee can then access the training as their schedule allows.

**All** volunteers should receive their training in written form at the school.