

Thank you for your interest in volunteer coaching. There are several requirements to complete in the volunteer coaching approval process. Once these requirements have been met, and you have been approved by the district, you will be cleared to volunteer coach. **You will be notified via email by the district athletic office when that happens.** How FAST it happens, depends on how quickly you complete all that is required.

- **Volunteer Coaching Interest Form**- Complete the Interest Form and return to the district athletic office. It will be scanned to the school you are requesting to volunteer coach for. This is our way of confirming that the school and head coach KNOW you are interested in volunteer coaching.
- **Background checks and fingerprinting** - Done for all volunteer and paid coaches. You will be notified by the district athletic office of a name and phone number in Human Resources to schedule the fingerprint appointment, as well as the paperwork and background check fee amount needed. Fingerprinting is done at the main school district office. 302 -2nd Street SE Puyallup WA 98372. HR notifies the district athletic office when this has been done. Main district phone number is 253-841-1301.
- **Safeschools trainings** - District required online trainings need to be completed on <https://puyallup-wa.safeschools.com>. Your user name to sign on is created by the district athletic office. Contact them for your user name. As a football coach you will need to also take the “suggested training” *Heat Illness Prevention* listed at the bottom. Notify the district athletic office when all trainings have been completed.
- **PSD Coaches Handbook** - Visit [www.puyallup.k12.wa.us/coaches/](http://www.puyallup.k12.wa.us/coaches/) to view the handbook and other PSD materials required for coaches. Complete the online signature form acknowledging that you have reviewed the material on this page including the coaches’ handbook. Coaches are responsible for knowing this information
- **CPR/AED/FA** - Current copies of your certifications are needed. If you don’t have these you will need to find a course online, or elsewhere. Contact the district athletic office if you need class suggestions.
- **Heads Up Football Training** - Football coaches only. This is a 4-component training. 3 of the trainings you will be taking through the Safeschools site. The 4<sup>th</sup> (Blocking and Defeating Blocks, Shoulder Tackling & Equipment Fitting) is completed through [nfhslearn.com](http://nfhslearn.com). Unless you already have taken *Heads Up Football*, you will need to create an account with <https://nfhslearn.com> Notify the district athletic office when you have created this account and confirm the email used to set it up. An email from [admin@nfhslearn.com](mailto:admin@nfhslearn.com) will be sent to you containing a link to accept the course. If you try to take this course any other way, [nfhslearn](http://nfhslearn.com) will charge you. These should be no charge to you as a district coach. Provide a copy of the certificate of completion for your coaching file.
- **WIAA Rules and Sport Specific Rules Clinics** - These are not required, but highly recommended for all volunteer coaches. You will receive an email and temporary password when you have been added to [www.wiaa.com/mywiaa](http://www.wiaa.com/mywiaa). There is no need to print out any of these certificates. The athletic office can verify completion when notified of completion by the coach. Volunteer Coaches for Swim and Dive, Cheer, and Dance have other specialized trainings that are required.

*“Volunteers do not necessarily have the time; they just have the heart.” – Elizabeth Andrew*