

**BIGGS UNIFIED SCHOOL DISTRICT**  
**300 B Street**  
**Biggs, CA 95917**  
**530-868-1281, 250**

**MEMORANDUM**

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**TO:** Our Coaches (volunteer or paid)  
**FROM:** Donna Williams-Cyr, HR Officer  
**DATE:** 2014/2015 School Year  
**SUBJECT:** Athletic Coach Qualifications and Title 5

Title 5 of the California Code of Regulations, requires all temporary athletic team coaches have all of the following requirements. Please complete and return to this office as soon as possible:

- \_\_\_\_\_ First Aid (If you choose an internet course, please know how to save a student.)
  - \_\_\_\_\_ CPR
  - \_\_\_\_\_ Fingerprints (Submitted on Biggs Unified School District form – DOJ and FBI)
  - \_\_\_\_\_ TB Test (Expires every four years)
  - \_\_\_\_\_ Athletic coach Qualification form from Biggs Unified School District
  - \_\_\_\_\_ NFHS Fundamentals of Coaching (Online course – see our Athletic Director)
  - \_\_\_\_\_ Concussion Training (Online course – see our Athletic Director)
  - \_\_\_\_\_ Other :
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Paid coaches will also need to complete personnel paperwork. See me for these papers.

We appreciate the services you offer our children. Please call if you have any questions.

BIGGS UNIFIED SCHOOL DISTRICT  
300 B Street \* Biggs, California 95917

APPLICATION FOR EMPLOYMENT CLASSIFIED SERVICE

COACH

Position for which you are applying \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Phone \_\_\_\_\_ Message Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_ Email Address \_\_\_\_\_

Driver's License?  Yes  No License No. \_\_\_\_\_

Do you have a valid: CPR Card?  Yes  No

First Aid Card?  Yes  No

Other related certificates held \_\_\_\_\_

Language(s) (Other than English): \_\_\_\_\_

Name and Location of High School Attended: \_\_\_\_\_

Circle the highest grade you completed? 6 7 8 9 10 11 12

Did you graduate?  If not, did you pass the G.E.D. (equivalency) test? \_\_\_\_\_

Education (coach training) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

The Biggs Unified School District is an Equal Opportunity/Affirmative Action Employer. The District is in compliance with Title IX of the Education Amendments of 1972 and does not discriminate on the basis of race, color, religion, sex, national origin, age or handicap in any of its programs, activities or employment practices.

**COACHING HISTORY** (include experience with: youth, area of vacancy, and other coaching)

Dates \_\_\_\_\_

School/Organization Name \_\_\_\_\_

Address and Telephone \_\_\_\_\_

Duties \_\_\_\_\_

\_\_\_\_\_

Dates \_\_\_\_\_

School/Organization Name \_\_\_\_\_

Address and Telephone \_\_\_\_\_

Duties \_\_\_\_\_

\_\_\_\_\_

Dates \_\_\_\_\_

School/Organization Name \_\_\_\_\_

Address and Telephone \_\_\_\_\_

Duties \_\_\_\_\_

\_\_\_\_\_

**COMMENTS** \_\_\_\_\_

\_\_\_\_\_

What is your coaching philosophy considering the age group with which you will be working?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

References (list 3)

Name	Phone Number	Message Phone
1. _____		
2. _____		
3. _____		

Have you ever been discharged or forced to resign any position because of misconduct or unsatisfactory service?  Yes  No  
 If yes, explain \_\_\_\_\_

**NOTICE TO CANDIDATES:**

You must mark "yes" under the application question on convictions if you have been convicted of a misdemeanor or a felony. A conviction will not constitute an automatic bar from employment by this district. You must list all convictions EXCEPT the following:

1. Marijuana related convictions more than two (2) years old. (L.C. #432.8)
2. Convictions which have been judicially expunged, sealed or eradicated, or misdemeanors when probation is completed and the case is dismissed (Cal Adm Code #7282.4(d)(1)(B)).

Have you ever been convicted of any offense against the law?  
 Yes  No

Please use the space provided below to list any convictions you may have. Remember, falsification of your application may result in termination or disqualification.

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**CERTIFICATE OF APPLICANT:** I certify that all statements made on this application are true and complete to the best of my knowledge. I understand that any false statements or incomplete information will subject me to disqualification or dismissal, and that I will be required by law to be fingerprinted, and to sign a loyalty oath.

\_\_\_\_\_  
 Signature Date

Classified Personnel

**All Coaches**

BIGGS UNIFIED SCHOOL DISTRICT  
ATHLETIC COACH QUALIFICATIONS

CERTIFICATION OF THE QUALIFICATIONS OF \_\_\_\_\_  
to be a coach and supervisor for \_\_\_\_\_

*This form must be completed prior to hire date.*

Season: \_\_\_\_\_ Year: \_\_\_\_\_

Competencies

All athletic team coaches shall give evidence of:

- \_\_\_\_\_ 1. Care and prevention of athletic injuries, basic sports injury first aid, and emergency procedures or equal.
- \_\_\_\_\_ 2. A valid first aid card, and a valid cardiopulmonary resuscitation (CPR) card; or A valid trainer's certification issued by the National or California Athletic Trainer's Association (NATA/CATA) and cardiopulmonary resuscitation (CPR) card.
- \_\_\_\_\_ 3. Practical knowledge of coaching theory and techniques in the sport or game being coached as demonstrated by one or more of the following.
  - \_\_\_\_\_ a. Completion of a college course or CIF course coaching theory and techniques.
  - \_\_\_\_\_ b. Inservice programs arranged by a school district or county office of education.
  - \_\_\_\_\_ c. Prior service as a student coach or assistant athletic coach in the sport or game being coached.
  - \_\_\_\_\_ d. Prior coaching in community youth athletic programs in the sport being coached.
  - \_\_\_\_\_ e. Prior participation in organized competitive athletics at high school level or above in the sport being coached.
- \_\_\_\_\_ 4. Knowledge of the rules and regulations pertaining to the sport or game being coached, the league rules, and, at high school level, the regulations of the CIF.

Classified Personnel  
**All Coaches - continued**

- \_\_\_\_\_ 5. Working understanding of child or adolescent psychology as it relates to sports participation as evidenced by one or more of the following:
- \_\_\_\_\_ a. Completion of a college-level course in child psychology or CIF course for elementary school positions and adolescent or sports psychology for secondary and middle school positions.
  - \_\_\_\_\_ b. Completion of a seminar or workshop on human growth and development of youth.
  - \_\_\_\_\_ c. Prior active involvement with youth in school or community sports program. (Title 5, Section 5593)
  - \_\_\_\_\_ d. Practical understanding of substance abuse prevention, including but not limited to tobacco, alcohol, steroids and human growth hormones, as evidenced by the completion of a college-level course or workshop or seminar that includes instruction on substance abuse prevention and the physical and psychological effects of steroids and human growth hormones.

**In addition noncertificated persons employed to coach or supervise district athletic teams must first be determined:**

- \_\_\_\_\_ 1. Not to have been convicted of any offense referred to in Education Code 44010, 44011 or 44424, or any offense involving moral turpitude or evidencing unfitness to associate them with children.
- (cf. 4212.5 - Security/Credit check) (Fingerprint check)
- \_\_\_\_\_ 2. To be free from tuberculosis and any other contagious disease that would prohibit certificated teachers from teaching, as verified by a written statement, renewable every four years, from a licensed physician or other person approved by the district. (Title 5, Section 5592)
- (cf. 4112.4/4212.4/4312.4 - Health examinations/TB test)
- \_\_\_\_\_ 3. Knowledge, understanding, and commitment to the Biggs Unified School District Code of Ethical Conduct (AR 4127)

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