

Applicant Name \_\_\_\_\_  
School \_\_\_\_\_  
Interview Date \_\_\_\_\_



**Hillsborough County**  
PUBLIC SCHOOLS  
Preparing Students for Life

**2018-2019**

**VOLUNTEER ASSISTANT COACHING PACKET**

All volunteer coaches must annually complete this packet and ensure contact numbers and emergency information is kept current during the school year. Non-disclosure of all information may result in denial of application.

Once completely filled out, signed by the volunteer coach, supervising head coach and school administration, please forward the entire packet to the Athletics Dept. Velasco, Rt. 7, Attn: Linda Rodriguez. Keep a copy at your site. The original will be returned to you with directions for further processing, or approval to begin coaching.

Fingerprinting for volunteer coaches is good for five (5) school years. If fingerprinting is needed, the original packet should be sent with the coach to fingerprinting office at the ISC Building, 2920 North 40<sup>th</sup> St., Tampa, FL. They must return the packet to the school site with the appropriate stamp indicating the process has been completed.

**Please keep the original and stamped applications on file at your site for a minimum of 5 years.**

**CHECKLIST:**

- \_\_\_\_\_ **1. Completed application including recommendation and Standards and Procedures**
- \_\_\_\_\_ **2. Copy of Concussion In Sports course certificate of completion, copy of Sudden Cardiac Arrest, and copy of Heat-Illness Prevention course certificate of completion**
- \_\_\_\_\_ **3. Head coach signature**
- \_\_\_\_\_ **4. School administration signature**
- \_\_\_\_\_ **5. Submitted to Athletics Office for preliminary check**
- \_\_\_\_\_ **6. Fingerprinting/complete process as directed by Athletics Office**
- \_\_\_\_\_ **7. All originals returned to site with appropriate stamps/signatures**
- \_\_\_\_\_ **8. Notify head coach and applicant that they may begin coaching**

For Office Use Only:
FP Date: _____
Board Roster: _____
Pass _____
Internal Investigations: _____

2018-19

**APPLICATION FOR VOLUNTEER ASSISTANT COACHING POSITION**

**\* AN EQUAL OPPORTUNITY EMPLOYER \***

School District of Hillsborough County workplaces are drug-free. Representatives of the district are prohibited from engaging in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance. Violation of the prohibition shall result in appropriate disciplinary action, up to and including termination.

**PERSONAL - PLEASE NOTIFY US OF ANY ADDRESS, TELEPHONE, OR NAME CHANGES.**

Name \_\_\_\_\_ School \_\_\_\_\_  
last first mi

Address \_\_\_\_\_ Sport \_\_\_\_\_  
street city state zip

Telephone \_\_\_\_\_ Date of Birth \_\_\_\_\_

Sex \_\_\_\_\_ Citizen of U.S? Yes  No

In Case of Emergency, contact: \_\_\_\_\_ Telephone \_\_\_\_\_

**RECENT OCCUPATIONAL EXPERIENCES**

From (Month/Year)	To (Month/Year)	Name and Address of Employer	Occupation

Have you ever been an employee of Hillsborough County Public Schools in any job? Yes  No

If yes, under what name? \_\_\_\_\_ Employee # \_\_\_\_\_

Have you ever served as a volunteer for Hillsborough County Public Schools? Yes  No

If yes, dates of service? \_\_\_\_\_

**CRIMINAL RECORD INFORMATION - ALL APPLICANTS PLEASE READ VERY CAREFULLY.**

**ATTENTION:** Under provisions in Florida Statutes 943.0585 and 943.059, the **entire** arrest record is revealed to school districts by the Florida Department of Law Enforcement and the FBI when fingerprints are supplied, including "sealed records" and "expunged" records. Therefore, you are **required** to reveal such information on this application.

Be aware that falsification of records includes omission of information and constitutes grounds for ineligibility. Conviction of a crime will not necessarily be a bar to consideration. Factors such as age at the time of the offense, type of offense, remoteness of the offense in time and rehabilitation will be taken into account in determining effect on suitability for service.

1) Have you ever been arrested or charged for a criminal offense other than a minor traffic violation? (DUI is NOT considered a minor traffic violation.) Yes  No

2) Is there any criminal charge now pending against you other than a minor traffic violation? (DUI is NOT considered a minor traffic violation.) Yes  No

3) Are you currently on probation or currently under any imposed requirements for charges other than a minor traffic violation? (DUI is NOT considered a minor traffic violation.) Yes  No

If YES to any of the above, give details below.

Date	Location of Charge(s)	Nature of Charge(s)	Disposition of Charge(s)	Is the record sealed?	Is the record expunged?

**PLEASE NOTE: The application of any person with a criminal history requires review and approval to determine eligibility for employment. If you have a criminal history, your application will be held in a pending file until the review process is complete.**

For each criminal charge listed, provide a narrative account of the circumstances leading to the charge. (You may attach additional pages.) Include in this statement,

- the level of the charge (felony or misdemeanor),
- the resolution of the charge, and
- the conditions imposed upon you as a result of the charge.

Depending on the nature and outcome of the charges described below, you also may be requested to secure and provide a copy of the arresting agency's report, verification of the court's ruling, and documentation of successful completion of imposed conditions.

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I certify that the answers given by me to the foregoing questions and statements are true and correct without any falsifications, omissions, or misleading statements of any kind whatsoever. I agree that the School District of Hillsborough County shall not be held liable in any respect if I am not used as a volunteer or if my services are terminated because of false or misleading statements or answers or omissions made by me in this application.

DATE \_\_\_\_\_ SIGNATURE OF APPLICANT \_\_\_\_\_

**2018-19**  
**RECOMMENDATION FOR VOLUNTEER ASSISTANT COACHING POSITION**

I, \_\_\_\_\_, release any individual providing a reference to the School District of Hillsborough County from any liability relating to disclosure of my performance.  
I further acknowledge that a copy of this document is as valid as the original.

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

	Excellent	Good	Average	Fair	Poor
Appearance					
English Usage					
Cooperation and Dependability					
Emotional Stability					
Mature Judgment					
Attendance					
Promptness					
Organization and Implementation of Work					
Rapport with Other Employees					
Discipline					
Motivation to "Go the Extra Mile"					
Overall Success at Your Business					

Comment if you wish to provide additional information regarding the ability, performance, and/or attitude of this applicant.

\_\_\_\_\_

\_\_\_\_\_

In what capacity have you known this applicant? \_\_\_\_\_

Was this person terminated (fired) from his/her employment/relationship with you? \_\_\_\_\_

Did this person resign in lieu of discharge from your employment/relationship? \_\_\_\_\_

Did you enter into any agreement with this person subject to references? \_\_\_\_\_

Would you employ (re-employ) this person? \_\_\_\_\_

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Date

**2018-19**  
**STANDARDS AND PROCEDURES**  
**VOLUNTEER ASSISTANT COACHING POSITION**

The school, administration, coaches, and volunteers shall adhere to Florida High School Athletic Association Bylaws Policy 10.1 Qualifications of Coaches:

**Under 10.1 Qualifications of Coaches**

**10.1.1** *An individual who serves as a head coach and/or assistant coach at a member school in any sport that is recognized or sanctioned by the Association shall be either:*

*(C) A volunteer who is approved to serve as a coach by the district school board for a member public school, the governing body for a member nonpublic school, or the cooperative board of directors for a member home school cooperative; provided the individual signs and files with the principal of the member school an agreement to abide by the bylaws, regulations, policies and procedures of the Association.*

*This provision shall not relieve any public school from its obligations pursuant to Florida Statutes, Department of Education regulations or district school board policy.<sup>1</sup>*

1. The Principal shall adopt a procedure for assuring that each volunteer coaching aide who at anytime is expected to assume coaching responsibilities of student-athletes possess a clear understanding of state and district rules, policies, and regulations relevant to coaching responsibilities.
2. It is the responsibility of the head coach to ascertain before a volunteer coaching aide is assigned duties requiring knowledge of rules, regulations, or policies of a special nature that the volunteer coaching aide possesses the necessary knowledge to perform such duties in a proper and reasonable manner.
3. The Principal shall adopt a procedure for assuring that each volunteer coaching aide who at anytime is expected to assume coaching responsibilities of the head coach in promoting student-athlete learning, possesses a clear understanding of instructional practices and procedures relevant to assigned responsibilities. When a volunteer coaching aide is assigned duties requiring knowledge of instructional practices of a specialized nature, it is the responsibility of the head coach to ascertain in advance that the volunteer possesses the necessary knowledge.
4. Volunteer coaches who have not assisted before shall be supervised in all assignments so as to provide immediate assistance to the aide at anytime the aide is working directly with students. The length of the supervised practices may vary depending upon the capability and prior experience of the volunteer coaching aide.
5. Volunteer coaches shall not be assigned or shall not assume any disciplinary responsibility.
6. Volunteer coaches shall not
  - a. Establish instructional objectives
  - b. Make decisions regarding the appropriateness of certain teaching materials for accomplishing objectives
  - c. Make decisions regarding the relevancy of certain activities or procedures to the attainment of objectives.
7. The head coach is responsible to the Principal or Principal's designee for a continued evaluation of the volunteer coaching aide.

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<sup>1</sup> Items (A) and (B) do not apply to volunteer coaches and have been left off this document. To review items (A) and (B), refer to the FHSAA Handbook.

8. Volunteer coaches must be fingerprinted prior to beginning work with student-athletes. The cost of fingerprinting will be borne by the volunteer. Fingerprinting will be valid for five consecutive school years from the date of fingerprinting.
9. Volunteer coaches may be terminated at any time at the discretion of the principal without cause.

**The individuals whose names appear below acknowledge they have read and had opportunity to ask questions regarding contents of this agreement.**

\_\_\_\_\_  
Print name of Volunteer Coach

\_\_\_\_\_  
Signature of Volunteer Coach

\_\_\_\_\_  
Print name of Head Coach

\_\_\_\_\_  
Signature of Head Coach

\_\_\_\_\_  
Print name of designated Assistant Principal

\_\_\_\_\_  
Signature of designated Assistant Principal

## Required Concussion In Sports Course

**Volunteer coaches are required** to view the free, online course titled, “*Concussion in Sports - What You Need to Know*”. Follow the instructions below to view the course.

- Go to [www.nfhslearn.com](http://www.nfhslearn.com)
- Create a login and a password
- Click on “*Concussion in Sports – What You Need to Know*” under Free Courses
- Click Order Now (the video is free)
- Select an option and click Continue
- Select Florida as your state
- Click Checkout
- Click Complete Purchase (there should not be a charge unless you are purchasing other videos)

**Volunteer coaches must print their certificate of completion and turn into the Assistant Principal for Administration prior to volunteering.**

## Required Sudden Cardiac Arrest Course

**Volunteer coaches are required** to view the free, online course titled, “*Sudden Cardiac Arrest*”. Follow the instructions below to view the course.

- Go to [www.nfhslearn.com](http://www.nfhslearn.com)
- Use login and password originally created or create one
- Click on “*Sudden Cardiac Arrest*” under Free Courses
- Click Order Now (the video is free)
- Select an option and click Continue
- Select Florida as your state
- Click Checkout
- Click Complete Purchase (there should not be a charge unless you are purchasing other videos)

**Volunteer coaches must print their certificate of completion and turn into the Assistant Principal for Administration prior to volunteering.**

## Required Heat Illness Prevention Course

**Volunteer coaches are required** to view the free, online course titled, “Heat Illness Prevention”. Follow the instructions below to view the course.

- Go to [www.nfhslearn.com](http://www.nfhslearn.com)
- Create a login and a password
- Click on “*Heat Illness Preventiton*” under Free Courses
- Click Order Now (the video is free)
- Select an option and click Continue
- Select Florida as your state
- Click Checkout
- Click Complete Purchase (there should not be a charge unless you are purchasing other videos)

**Volunteer coaches must print their certificate of completion and turn into the Assistant Principal for Administration prior to volunteering.**

Updated: 5/16/2018