

MS Non- Faculty VOLUNTEER Coaching Procedures

1. Have the **Non-Faculty VOLUNTEER form completed** and signed/approved by Principal and send it to the Athletic Secretary - Myra Robinson either by e-mail mrobinson@caddoschools.org or fax to 318-603-6364
2. The **Non-Faculty VOLUNTEER** Coach must have an Annual Concussion Certification prior to coaching. The Annual Concussion training is free and a link for it is found on the LHSAA website.
3. Upon receipt of the completed **Non-Faculty VOLUNTEER form and appropriate certificate**, an appointment with the **Non-Faculty VOLUNTEER Coach** will be set-up for processing with Personnel. They must bring with them their social security card and driver's license. *Do not send them directly to the Central Office without scheduling with the Athletic Secretary (603-6376).*
4. When the **Non-Faculty VOLUNTEER Coach** comes to the Central Office for the appointment they will then have another set of paperwork to complete. This paperwork will also include the request to be fingerprinted by CPSB. They will then be sent to Security to be fingerprinted.
5. When the **Non-Faculty VOLUNTEER Coach** is approved to coach by Personnel, the Athletic Secretary will notify the Athletic Coordinator via e-mail.

Per CPSB Policy:

MS Non-Faculty Coaches cannot be paid under any circumstances.