



## HIRING A COACH: STEP BY STEP



This process takes place annually. If a coach is a district employee, they only need to make sure their certs are up to date. Paperwork and fingerprinting are not necessary for WCSD employees.

**Please remember that no one is considered hired or cleared until he/she has received their district coaching badge. This means they are not allowed to be around our student-athletes until they have their badge in hand. Please make this a priority. Have coaches clear the Spring (April/May) prior to their upcoming season.**

1. Complete an online application at [www.washoeschools.net](http://www.washoeschools.net). Search “employment” then click on “apply now.” The coach is not applying for a position. Their application is a “standard” coaching application.
2. If a coach already has an online coaching application, they must update this application annually. Log-in, verify that all information is accurate, change date to today’s date, and click save.
3. Complete the (3) mandatory NFHS coach certifications at [www.NFHSLearn.com](http://www.NFHSLearn.com). The courses are...Concussion in Sports (every three years), First Aid and Safety for Coaches (this is in addition to your CPR/AED/First Aid and Safety certification-one time only), and Fundamentals of Coaching (one time only).
4. Attend the Office of Civil Rights Zoom Training for Coaches. All coaches must complete the Zoom OCR training annually (see A.D. Sims for dates).
5. Have the coach see me. An appointment works best. [Rfsims@washoeschools.net](mailto:Rfsims@washoeschools.net). Please bring your AHA or Red Cross CPR card (online CPR certifications are not accepted by WCSD). If you have been certified and need to renew, I have a \$3 option here at Reed. Please contact A.D. Sims at [Rfsims@washoeschools.net](mailto:Rfsims@washoeschools.net) or 775-321-3105.
6. Coach then makes a fingerprinting appointment at <https://www.washoeschools.net/Page/11574> Coach will take their paperwork, CPR card, and (2) forms of ID (DL & birth certificate or SS card) to the WCSD Human Resources office at 425 East Ninth St. Reno, NV 89512. Here they will be fingerprinted (\$48.50 for volunteers/\$58.50 for paid coaches. Must have debit or check. At this appointment, the coach will take their picture for their ID and turn in their paperwork.

**Coach Drivers-** Contact Athletics Secretary Laura Fontes at [Laura.Fontes@washoeschools.net](mailto:Laura.Fontes@washoeschools.net) .

1. Must be a hired coach.
2. Must have taken the WCSD Defensive Driving class (online-Safeschools).
3. Must have a current DMV printout of their 10-year driving record.
4. Must meet the minimum liability insurance amount criteria.