

# Puyallup SD Annual Coaches Checklist to Start the Season for 2022-2023

**THE FOLLOWING MUST BE COMPLETED BEFORE THE FIRST DAY OF PRACTICE FOR EACH SPORTS SEASON:**

## A. Hiring/Approval Paperwork Completed – are you approved to coach in the PSD?

\_\_\_\_ Newly hired paid coaches must complete ALL hiring paperwork with Human Resources and athletic office PRIOR to starting to coach. May not coach without this approval from HR and district athletic office.

\_\_\_\_ All volunteer coaches must complete a Volunteer Interest Form **EACH YEAR** and submit to the district athletic office to start the process. Volunteers will be sent info on next steps. May not coach until volunteer is approved by the athletic office.

## TRAININGS: Start at [waa.finalforms.com](http://waa.finalforms.com) to see all required certifications

### B. Online Vector Trainings required by PSD for ALL employees and volunteers

EMPLOYEE LINK: <http://puyallup-wa.safeschools.com>

VOLUNTEER LINK: <http://puyallupvols-wa.safeschools.com>

IGNORE THE DUE DATES – MUST BE COMPLETED PRIOR TO COACHING

Do not print certificates, district athletic office can verify completion.

### C. PSD Coaches Resources Web Page

Visit [www.puyallup.k12.wa.us/coaches/](http://www.puyallup.k12.wa.us/coaches/) to view the **PSD COACHES 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. Once per year.

**You can reference back to this link for documents and forms to use throughout the school year.**

### D. WIAA Rules Clinics – Do not print certificates, building AD/district athletic office can verify completion.

All coaches must complete these WIAA online clinics through [puyallup-wa.finalforms.com](http://puyallup-wa.finalforms.com) (my247ed)

- WIAA General Rules Clinic
- WIAA Sport Specific Rules Clinics for all sports coached – available a couple of weeks prior to the season
- WIAA Sudden Cardiac Arrest
- WIAA Concussion Management

Additional training requirements for specific sports – Provide documentation to district athletic office

- Football: Safe Tackling and Helmet Shoulder Pad Fitting
- Swim, Dive and Water Polo: Red Cross Safety Training for Swim Coaches/Lifeguard Certification
- Pole vault certification
- Cheer and Dance: Stunt Certification

### E. CPR/First Aid/AED Certification

\_\_\_\_ Provide copies of certification that is valid through the season(s) you coach to the district athletic office. Check with the district athletic office about training opportunities if no valid certification.