



## Requirements for New Coaches

**\*\*\*All requirements must be completed before you can work\*\*\***

- 1. Application:** Complete the **Coach's Application** on our website:  
<https://www.applitrack.com/corvallis/onlineapp/default.aspx?Category=Athletics%2fActivities>
- 2. New Hire Paperwork:** Contact Karlie Adkins in Human Resources **to setup a time** to complete paperwork at the District Office: email [Karlie.Adkins@corvallis.k12.or.us](mailto:Karlie.Adkins@corvallis.k12.or.us) or call 541-757-5840.
- 3. Complete the following trainings:**

**SafeSchools:** <https://corvallis-or.safeschools.com/login>

➤ The log in is your *firstname.lastname* (E.g. Ben.Beaver)

- Coach's Handbook – Viewed online and signed off electronically through SafeSchools (Annually).
- Safety Trainings – All district employees are required to complete the public education safety trainings as required by Oregon law (Annually):
  - Bloodborne Pathogens
  - Sexual Conduct
  - Boundary Invasion
  - Hazardous Materials
  - Child Abuse
  - Sexual Harassment
  - Rights of Undocumented Students
  - Supporting Transgender Students

**OSAA Training Requirements:** <http://www.osaa.org/coaches>

➤ Then click on AD/Coach Requirements tab

- NFHS Fundamentals of Coaching Course – *Through your NFHS account (One time)*
- NFHS Concussion in Sports – *Through your NFHS account (Annual)*
- Heat Illness Prevention – *Through your NFHS account (Every 4 years; exception- football is every year)*
- Appearance and Performance Enhancing Drugs and Substances Training (Steroids) - *Please print out completion page and send to HR (every 4 years)*
- Football coaches are required to take additional training identified on OSAA.

#### **4. Additional Information**

- Coaches must have a current First Aid and CPR card on file. Trainings must be in person and not online. Please contact the Athletic Secretary at your school to sign up for the District trainings.
- Coaches may also be required to complete additional trainings, such as, but not limited to EPI and glucagon trainings, if the students you are coaching require it. Please contact your Athletic Secretary to determine if you must complete any of these additional trainings.
- Please contact Karlie Adkins in Human Resources **upon completion of all trainings** or with any questions. Email [Karlie.Adkins@corvallis.k12.or.us](mailto:Karlie.Adkins@corvallis.k12.or.us) or call 541-757-5840.

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