

Volunteer Coach Procedures for Athletic Directors

When a head coach recommends a person to be a volunteer coach, you should do the following:

- A. Set up a time for the applicant to meet with you and/or the Principal for an interview. Once approved by the Principal, the following procedures must be completed.
- B. The following forms will be completed and submitted to Judy Adams in Human Resources. Scan and email to Jadams3@escambia.k12.fl.us or Fax to 469-6264:
 1. Athletic Supplement Appointment Request (check Volunteer Coach – no pay box)
 2. School Volunteer Application
 3. Affidavit of Good Moral Character
 4. FDLE Waiver Agreement and Statement
- C. Provide the applicant with instructions and your school's Volunteer Customer Identification Number (CIN#) for scheduling an appointment for fingerprinting. For questions regarding fingerprinting, call Debbie Feaster, (850) 429-2914.
- D. After fingerprints have been cleared, Vivian Benson, HR Admin. Secretary (850) 469-6351 will contact the applicant to schedule an HR appointment. At the time of the appointment the applicant will need to bring in a valid driver's license and complete the HR paperwork. Once this is completed, he/she will receive a volunteer badge and be cleared to coach. If the badge has not been received in Human Resources at the time of the appointment, call back at the above number within 5 days to check the status of the badge.
- E. Please note: You will receive an email from Judy Adams stating that the applicant has completed the application process and is authorized to coach as a volunteer. Should you have any questions, you may call Judy Adams (850) 430-7693.

Under no circumstances will anyone be permitted on campus without completing ALL of the above procedures.

It is up to you to maintain a list of your volunteer coaches. Require them to submit their badge to you so you make a copy and file it with their other four documents. At the end of the season or the end of the year, it is your responsibility to collect the badges of all volunteer coaches. If they return the next year, you will re-issue it, however, if they do not return you will return the badges to Human Resources.