

Intramural Volunteer Coach Checklist for Schools

*Attn. School Secretary: The following items **must** be completed prior to serving as a volunteer coach for the CVESD Intramural League*

1.) Once completed, please **collect** the following:

- Copy of CPR/First-Aid card (must include Adult and Child CPR/AED/First-Aid certification by the American Heart Association/American Red Cross) Expiration Date: _____
- Copy of Concussion Training completion certificate
- Signed CVESD Code of Ethical Conduct

The following items are only needed for NON-CVESD EMPLOYEES:

- Request for Livescan Service (pink copy)
- Completed TB Risk Assessment Questionnaire OR Proof of Negative TB Test

2.) **Keep** the following at your school site:

- Copy of CPR/First-Aid card
- Copy of Concussion Training Certificate
- Signed CVESD Code of Ethical Conduct
- Copy of COVID-19 Vaccination Card

3.) **Turn in** the following to ESSC-Attn. Heather Cruz or scan to heather.cruz@cvesd.org:

- Completed Checklist for Coaches
- TB Test Results or Risk Assessment Questionnaire (if needed)

Coach Name _____ Email _____

Coach Signature _____ Date _____

School Site _____ Sport(s) _____

I have verified that all required forms have been submitted to our school site.

Principal Signature _____ Date _____

For Human Resources Use Only

Verified DOJ/FBI results Approved by _____ Date _____