

# MESA PUBLIC SCHOOLS COACH REFERRAL FORM

**School Athletic Director:** Complete this form and send with volunteer/school paid coach/off campus coach to Human Resources, 63 E. Main Street, 2nd floor, Mesa.

Processing hours for **paid** coaches are Monday through Friday, 8:00 am to 4:00 pm excluding holidays.

Processing hours for **volunteer** coaches are on Monday or Thursdays only, 9:00 am to 4:00 pm, excluding holidays.

Name: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Personal e-mail: \_\_\_\_\_

School: \_\_\_\_\_

Sports Program: \_\_\_\_\_

Are they: \_\_\_\_\_ District Paid    \_\_\_\_\_ School Paid    \_\_\_\_\_ Volunteer    \_\_\_\_\_ MPS Student

Certificated: \_\_\_\_\_ Yes \_\_\_\_\_ No    Teaching Location: \_\_\_\_\_

Name of Head Coach: \_\_\_\_\_

I have met with the above named person and recommend him/her to coach on a volunteer or paid basis. I understand that the process to receive administrative approval, including the receipt of fingerprinting results, may take up to six weeks. **Email this form, along with a copy of the NFHS and Concussion Class Certificates to the district athletic secretary, Erin Coy.**

Signature of Athletic Director/Principal: \_\_\_\_\_

Phone Extension: \_\_\_\_\_ Date: \_\_\_\_\_

Volunteers	School/District Paid Coaches
<ul style="list-style-type: none"> <li>• Take the AIA/NFHS on-line Coaching Certification class “<b>Fundamentals of Coaching</b>”. Linked at <a href="http://www.mesasports.org">www.mesasports.org</a></li> <li>• Take the AIA/NFHS on-line “<b>Concussion in Sports - What You Need To Know</b>” Linked at <a href="http://www.mesasports.org">www.mesasports.org</a></li> <li>• Complete this form and take to Human Resources – 63 E. Main, 2<sup>nd</sup> floor</li> <li>• Complete volunteer application</li> <li>• Complete fingerprinting process (paid by district)</li> <li>• Bring a state issued picture identification</li> </ul>	<ul style="list-style-type: none"> <li>• Take the AIA/NFHS on-line Coaching Certification class “<b>Fundamentals of Coaching</b>”. Linked at <a href="http://www.mesasports.org">www.mesasports.org</a></li> <li>• Take the AIA/NFHS on-line “<b>Concussion in Sports - What You Need To Know</b>” Linked at <a href="http://www.mesasports.org">www.mesasports.org</a></li> <li>• Complete and submit the on line application.</li> <li>• Complete and bring new hire forms to Human Resources - 63 E. Main, 2<sup>nd</sup> floor</li> <li>• Take your driver’s license and original social security card (or other acceptable documents that prove identity and work eligibility) to HR</li> <li>• Complete fingerprinting process (\$30 deducted from first pay)</li> <li>• Background check will be completed by HR</li> </ul>
Paid Student Coaches	
<ul style="list-style-type: none"> <li>• Same as for School/District Paid Coaches, but will not be fingerprinted</li> </ul>	

Coaches are not allowed to coach until all items above are completed and applicant is approved with the district athletic office.