

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

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