

TO: Principals & Athletic Directors  
 FROM: Marla Grant, Director of Human Resources  
 RE: Athletic Coaches  
 Effective Date: November 7, 2018

The following chart is a guideline to show the necessary requirements to fill athletic coaching positions.

| Requirements                | Teachers | Support Staff | Coaches | Volunteers |
|-----------------------------|----------|---------------|---------|------------|
| FastTrack Application       | No       | No            | Yes     | Yes*       |
| Coaching Certification Memo | Yes      | Yes           | Yes     | Yes        |
| Supplement Sheet            | Yes      | Yes           | Yes     | No         |
| Volunteer Form              | No       | Yes           | No      | Yes        |

\*Anyone that is recommended to be a volunteer, non-paid coach must complete the volunteer application and be cleared by the district prior to having any interaction with students.

All coaching certification memos (one per sport, per season) and supplement sheets must be submitted to the County Athletic Director by the following dates:

| Deadline Dates                           | Sports   |
|--|--|
| Fall Sports - August 15 <sup>th</sup>    | Bowling, Cross Country, Football, Golf, Swimming and Diving, Volleyball                            |
| Winter Sports - October 31 <sup>st</sup> | Boys/Girls Basketball, Boys/Girls Soccer, Competitive Cheerleading, Girls Weightlifting, Wrestling |
| Spring Sports - January 15 <sup>th</sup> | Baseball, Flag Football, Softball, Special Olympics, Spring Football<br>Tennis, Track and Field    |

Please Note: Anyone coaching after the indicated deadlines who has not applied for the position, completed the coaching certification memo, and/or been submitted on the supplement sheet will be considered a volunteer, non-paid coach.

## COACHING CERTIFICATION MEMO

This memo must be completed by each coach for every sport and be attached to the supplement sheet.

**Category 1    INSTRUCTIONAL STAFF**

Please initial on this line \_\_\_\_\_ if you are a teacher with St. Lucie Public Schools (SLPS) and hold a current, valid Florida Teacher's Certificate and have agreed to be a paid coach of a sport. Please Note: If you initialed for Category 1, your school must also submit your name on its supplement sheet in order for you to be eligible for the corresponding coaching supplement.

**Category 2    NONINSTRUCTIONAL STAFF**

Please initial on this line \_\_\_\_\_ if you are a noninstructional employee with St. Lucie Public Schools (SLPS) and have agreed to be a paid coach of a sport. Please Note: If you initialed for Category 2, you must also complete form PER0158. Paid coaches must apply for and obtain a temporary or professional coaching certificate from the FLDOE.

**Category 3    COACH ONLY**

Please initial on this line \_\_\_\_\_ if you are not an employee with St. Lucie Public Schools (SLPS) and have agreed to be a paid coach of a sport. Please Note: Any person recommended for a paid coaching position may not have any interaction with students until steps they have cleared via the application process. If you initialed Category 3, your school must also submit your name on its supplement sheet and you must complete the following items to be eligible for the corresponding coaching supplement:

- Apply for and be hired as a coach in FastTrack.
- Apply for and obtain a temporary or professional coaching certificate from the FLDOE.
- Have a Level II criminal background check cleared by the SLPS Human Resources Department.

**Category 4    VOLUNTEERS**

Please initial on this line \_\_\_\_\_ if you have agreed to be a non-paid volunteer coach with St. Lucie Public Schools (SLPS). Please Note: Any person accepting a non-paid coaching position may not have any interaction with students until their volunteer application has been cleared by the District. Additionally, you must complete the SLPS Volunteer application in FastTrack. Please Note: If you initialed for Category 2, you must also complete form PER0158.

Any paid coach who does not hold a current valid teaching certificate issued by the Florida Department of Education (FLDOE) must obtain a coaching certificate from the FLDOE to coach a sport.

School \_\_\_\_\_

Sport (1 per form) \_\_\_\_\_

\_\_\_\_\_  
Printed Name of Coach

\_\_\_\_\_  
Signature of Coach

Date of Birth \_\_\_\_\_

Date \_\_\_\_\_