

# Community Coach Checklist

Fillable forms are located on the Athletic website at  
<https://www.rcboe.org/Page/30942>

## ALL COACHES:

- \_\_\_\_\_ Community Coach – Reporting Form
- \_\_\_\_\_ GCIC/NCIC Criminal History Record Inquiry
- \_\_\_\_\_ Copy of Driver's License or Passport
- \_\_\_\_\_ Fingerprinting (Done once GCIC comes back cleared)  
Schedule appointment for fingerprinting  
\$38 money order or \$39.55 debit/credit card
- \_\_\_\_\_ Mandated Reporter (Done once fingerprints are cleared)  
[https://www.prosolutionstraining.com/store/product/?tProductVersion\\_id=2228](https://www.prosolutionstraining.com/store/product/?tProductVersion_id=2228)  
(Instructions are on the Athletic website under forms)  
Print Certificate of Completion and sign the form.
- \_\_\_\_\_ Sign the not "Eligible for Benefits Letter"

**NEW HIGH SCHOOL COMMUNITY COACHES MUST COMPLETE THE LAY COACHES CLASSES WITH THE GHSA.**

## PAID COACHES WILL NEED TO COMPLETE ADDITIONAL INFORMATION:

- \_\_\_\_\_ 2<sup>nd</sup> form of identification (see acceptable ID on the Athletic website under forms)
- \_\_\_\_\_ Direct Deposit Form (Voided check or a letter from your bank)
- \_\_\_\_\_ Form I-9 (Updated form)
- \_\_\_\_\_ Tax Form G-4 (Updated form)
- \_\_\_\_\_ Tax Form W-4 (Updated form)

Submit documents to your Athletic Director at the school.