

Community Coaches Guidelines

Effective immediately, guidelines below will be strictly enforced.

Do not send potential coaches to the Athletic Department without communicating with our office first.

It is a violation for anyone to be working with student athletes without first going through the certification process. ALL prospective community coaches/volunteers are required to submit to a background check and to be fingerprinted along with mandated reporter training, this includes law enforcement and military personnel. A fee is required for this process.

Approved community coaches at the high school level must successfully complete the community coach classes offered by GHSA and obtain a Lay Coach Certification. Retired Richmond County School System employees will be treated as a new community coach if they do not maintain their certification. If certification is maintained, the background check process will not be necessary.

The following steps are the required order for new community coach candidates:

1. Interested individuals should contact the school in which they would like to help coach or schools contact individuals that they would like to assist with coaching.
2. PRINCIPALS OR ATHLETIC DIRECTORS are to send the following information below to the Administrative Assistant, Renee Clayton.

New Coaches:

- Employment application
- Copy of identification - paid coaches 2 forms of ID
- GCIC background check application
- Send date/time available for fingerprinting

NO EXCEPTIONS, INCOMPLETE INFORMATION WILL NOT BE PROCESSED.

3. When the completed forms are received, the GCIC will be submitted to School Safety for processing. This process may take up to 10 days. When the results are received, the school Athletic Director will be notified. If the GCIC background check clears, the following information will need to be completed:
 - Mandated reporter training
https://www.prosolutionstraining.com/store/product/?tProductVersion_id=2228
After completing the training, print the certificate of completion, sign the bottom left and email the signed certificate to Renee Clayton, Athletic Department
claytre@boe.richmond.k12.ga.us

4. After receiving the signed certificate of completion, your fingerprint appointment will be confirmed:

Fingerprinting fee - **\$43.25** money order or
for debit/credit cards, an additional \$1.70 serve fee will be charged

Candidates will report to the Central Office at the scheduled appointment time to be fingerprinted: **Richmond County Board of Education**

Henry Jackson, Employment Specialist – 2nd floor
864 Board Street, Augusta, GA 30901

5. *At the middle school level*, once the fingerprints/GCIC background checks are cleared, the mandated reporter training is completed and the signed certificate of completion is submitted to the Athletic Department. At that time coaches are approved to coach.

At the high school level, once the fingerprints/GCIC background checks are cleared, the mandated reporter training is completed and the signed certificate of completion is submitted to the Athletic Department, the next step is to register the coach for the GHSA Lay Coach classes. The coaches will be responsible for paying the required fee for the GHSA classes. The Lay Coach will submit the payment to the school. **Schools cannot pay the fee for GHSA classes.**

Existing and New Community Coaches

- A. All paid non-board community coaches are required to sign the “non-eligible for benefits form” for Human Resources
- B. Copy of identification
- C. **GCIC background checks, mandated reporter training and fingerprinting are required each school term for all non-board community coaches**

All community coaches’ forms are online.