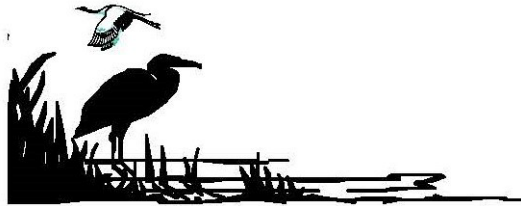


# River Delta Unified School District

## Volunteer Coach Application Packet





# River Delta Unified School District



Thank you for your interest in joining River Delta USD as a coach. The time and energy you will dedicate is very much appreciated by our student athletes and the River Delta community.

All coaches, and volunteers, must be approved by the district before being allowed to participate. To be approved we must have a completed coach/volunteer packet. Please use the checklist on following pages to assist you in this process.

**Only completed packets will be accepted.**

Enclosed you will find all the necessary paperwork for the River Delta Unified School District payroll department. An email will be sent to you with board policies for your knowledge. You will also receive in that email the Live Scan form which you will need to take to be fingerprinted. Coaches/volunteers are responsible to pay the rolling fee.

To ensure you are eligible to coach at the start of your season, please plan accordingly and turn your documents in as soon as possible.

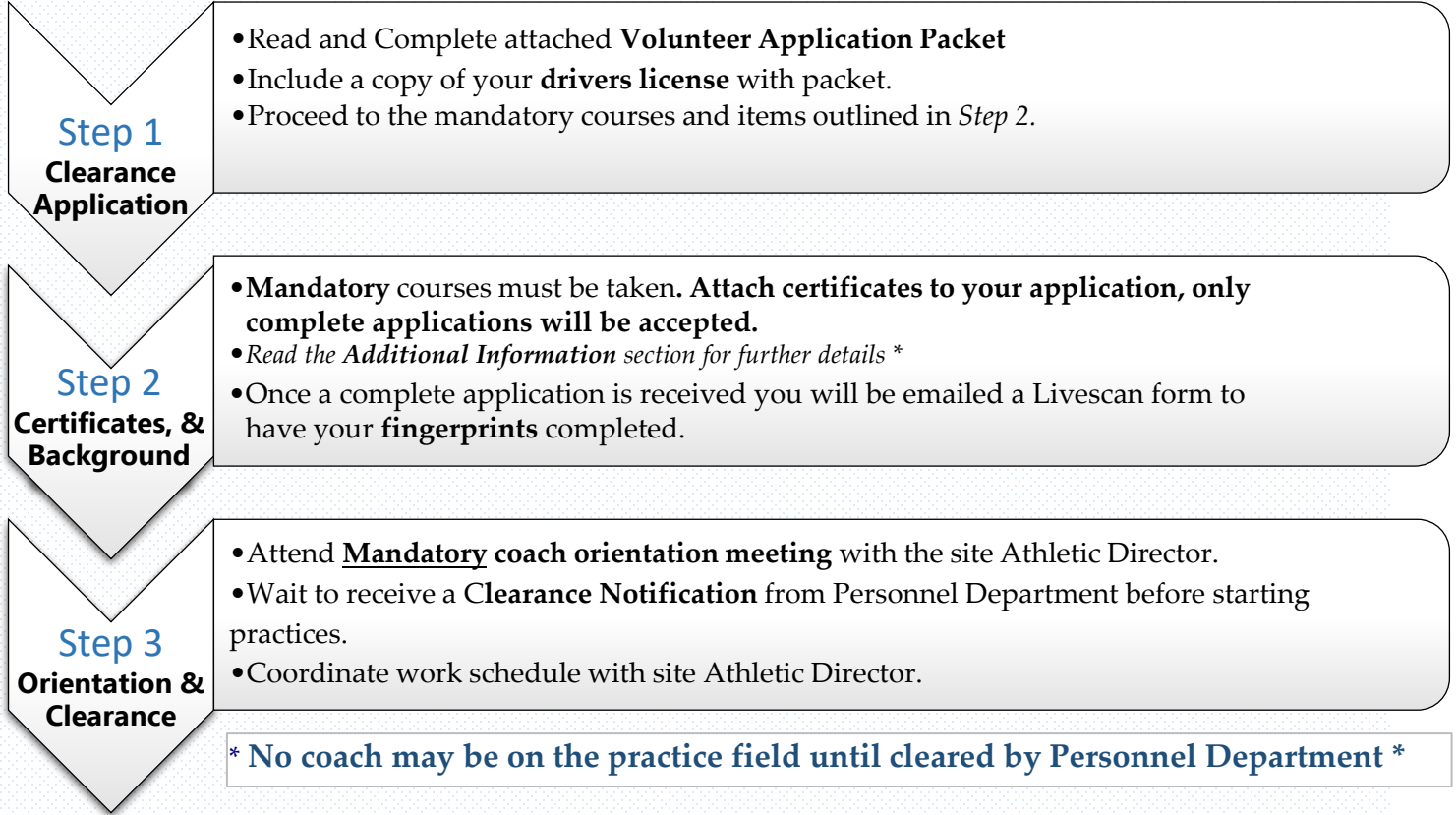
**ALL PAPERWORK ABOVE MUST BE COMPLETED, TURNED IN, AND APPROVED BEFORE PRACTICES ARE ALLOWED TO START.**

Please feel free to contact me with questions either by email [cagan@rdusd.org](mailto:cagan@rdusd.org) or at 707-374-1714.

Thank you and welcome!  
Sincerely,

*Codi Agan*  
Director of Personnel

# The Coach Clearance Process



## Additional Information

- ◆ It is the volunteers responsibility to pay the cost of the **Live Scan** rolling fee, RDUSD does not pay for this service. If you have already had your fingerprints processed for RDUSD for a different position you hold, do NOT process them again.
- ◆ **TB Assessment results are required with all applications.** If you have taken a TB test within the last four years, you may simply submit proof of your negative results.
- ◆ Both CPR **and** First Aide courses are required. Online courses of your choice are acceptable as long as a certificate is provided.
- ◆ All coaching certifications are requirements and must be attached to application.

## REQUIRED CERTIFICATION/COURSES

This page is information that is required to be hired as a Volunteer

- ❑ **Concussion Course** NFHS offers course FREE (must be renewed every time CPR is due)  
<https://nfhslearn.com/courses/concussion-in-sports-2>
- ❑ **Sudden Cardiac Arrest Course** NFHS offers course FREE (must be renewed every time CPR is due)  
<https://nfhslearn.com/courses/sudden-cardiac-arrest>
- ❑ **Heat Acclimatization Course** (must be renewed every time CPR is due)  
NFHS offers course FREE  
<https://nfhslearn.com/courses/heat-illness-prevention-2>
- ❑ **Youth Suicide Course** (Must be completed annually)  
Offered free on NFHS Learning Center FREE  
<https://nfhslearn.com/courses/student-mental-health-and-suicide-prevention>
- ❑ **Bullying, Hazing, and Inappropriate Behaviors Training** (Must be completed annually)  
Offered free on NFHS Learning Center FREE  
<https://nfhslearn.com/courses/bullying-hazing-and-inappropriate-behaviors>
- ❑ **Mandated Reporter Training** (Must be completed annually)  
Offered FREE  
<https://mandatedreporter.ca.com/training/school-personnel>
- ❑ **First Aid/CPR/AED Training** (Only Valid for two years)  
American Red Cross offers a course for \$35  
<https://www.redcross.org/take-a-class/classes/adult-child-and-baby-first-aid%2Fcpr%2Faed-online/a6R3o000001v3D.html>
- ❑ **Bloodborne Pathogens Training** (Must be completed annually)  
American Red cross offers a course for \$35  
<https://www.redcross.org/take-a-class/classes/bloodborne-pathogens-training-online/a6R3o000001wEux.html>



# RIVER DELTA UNIFIED SCHOOL DISTRICT

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## MANDATED REPORTER TRAINING

One of the requirements of employment as of January 1, 2015, is training requirements for Mandated Reporters of suspected child abuse, AB 1432. As an employee in the field of education, you are required to have the appropriate knowledge and understanding of your responsibilities under the Child Abuse and Neglect Reporting Law. This training must be completed within 6 weeks of employment or annually 6 weeks from the start of school, and can be done at your own pace on-line. At the end of the training you will be issued a certificate that must be turned into the River Delta Unified School District Personnel Office, by either printing and submitting through District mail, or email to [cagan@rdusd.org](mailto:cagan@rdusd.org). Below are the instructions for the on-line training:

Access the training at <https://mandatedreporterca.com/training/school-personnel>

**YOU ARE NOW REQUIRED TO TAKE THE GENERAL TRAINING AS A ONE-TIME PREREQUISITE BEFORE YOU WILL BE ABLE TO COMPLETE THE SCHOOL PERSONNEL TRAINING**

Once on the web page scroll to the bottom of the page and select start training. You will then sign in or register if you do not already have an account.

This training can be completed in as little as 60 minutes and up to 7 hours depending on your knowledge of the mandated reporting process.

Certificate must be turned into RDUSD Personnel Dept. by no later than:

**Submit with application**

Please feel free to contact me at 707-374-1714 with any questions, or if you need access to a computer to complete the training.

Sincerely,

Codi Agan  
Director of Personnel

# Volunteer Application Requirements

## ALL APPLICANTS MUST COMPLETE AND ATTACH THE FOLLOWING

- Application
- TB Test Results
- First Aid/CPR Card - copy
- Youth Suicide Certificate
- Driver License – copy
- Mandated Reporter Certificate
- Bloodborne Training Certificate
- Bullying, Hazing, and Inappropriate Behaviors Certificate
- Concussion Course Certificate
- Sudden Cardiac Arrest Training
- Heat Illness Certificate
- CIF Coaches Conduct
- Child Abuse Policy Form

I have completed all required items and attached copies of requested documentation.


\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Athletic Director or Site Administrator

\_\_\_\_\_  
Date

# River Delta Unified School District

 <h2 style="margin: 0;">EMPLOYMENT APPLICATION</h2> <p style="margin: 0; font-size: small;">Print in Ink or Typewritten Answer ALL Questions</p>		This application will remain on file for one (1) year ONLY from date of the application		
1. Position(s) Desired:	Fill out this application completely and accurately. An incorrect or untrue statement may disqualify or remove you from employment.			
Date: _____				
2. Legal Name:	3. Your Address:			
_____ Last                      First                      Middle	_____ Number                      Street    Apt.			
_____ City    State    Zip Code				
4. Have you ever worked under a different name? <input type="checkbox"/> Yes <input type="checkbox"/> No	5. Furnishing Social Security No. is voluntary until employed  _____ -- _____ -- _____	6. Phone No. _____ Message Phone: _____ Other (cell): _____ Email: _____		
7. Hire is subject to verification that your age meets legal requirements.  Are you over 18 years of age? <input type="checkbox"/> Yes <input type="checkbox"/> No	8. If you are not a United States Citizen, have you the legal right to remain permanently in the USA? (Proof may be required after hire.)  <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Does not Apply	9. Have you ever been employed by River Delta Unified School District?  <input type="checkbox"/> Yes    Date: _____ <input type="checkbox"/> No		
10. Have you been a member of a California retirement system? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, STRS _____ PERS _____ Other _____  Have retirement contributions been withdrawn? <input type="checkbox"/> Yes <input type="checkbox"/> No		12. Do you have a valid California Driver's License?  <input type="checkbox"/> Yes <input type="checkbox"/> No  License Number: _____  Expiration Date: _____		
11. Were you ever discharged or forced to resign because of misconduct or unsatisfactory service? <input type="checkbox"/> Yes <input type="checkbox"/> No If you answered yes, please fully explain on additional sheet.				
13. Are you able to perform all job functions required of the position for which you are applying with and/or without reasonable accommodations? <input type="checkbox"/> Yes <input type="checkbox"/> No    If no, please explain on an additional sheet. Please note, employment may be made contingent upon passing a physical examination and/or drug/alcohol testing.				
14-A. EDUCATION AND TRAINING: Circle last year completed in school:    6   7   8   9   10   11   12   13   14   15   16   17   18   19   20				
Name and location of Business School, College or University Attended	Major Subject	Minor Subject	Units Completed Semester/Quarter	Degree Earned
14-B SPECIAL TRAINING: (Include Military, CETA, WIN, Trade, Vocational and/or Correspondence Schools, Adult Ed, etc.)				
Subject	School or Agency	Length of Training/Certificate Earned		

### AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

<b>Please Return to:</b> River Delta Unified School District 445 Montezuma Street Rio Vista, CA 94571-1651	Personnel Department (707) 374-1714 or 1700 FAX: (707) 374-2995	<b>E-mail:</b> <a href="mailto:cagan@rdusd.org">cagan@rdusd.org</a>
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# RIVER DELTA UNIFIED SCHOOL DISTRICT

## CHILD ABUSE

### **Board Policy 5141.4 Child Abuse:**

District employees who are mandated reporters, as defined by law and administrative regulation, are obligated to report all known or suspected incidents of child abuse and neglect. The Superintendent or designee shall provide training regarding the duties of mandated reporters as required by law and as specified in the accompanying administrative regulation. (Education Code 44691; Penal Code 11165.7)

Mandated reporters include, but are not limited to, teachers; instructional aides; teacher's aides or assistants; classified employees; certificated pupil personnel employees; administrative officers or supervisors of child attendance; athletic coaches, administrators, and directors; administrators and employees of a licensed child day care facility; Head Start teachers; district police or security officers; licensed nurses or health care providers; and administrators, presenters, and counselors of a child abuse prevention program. (Penal Code 11165.7)

The reporting duties of mandated reporters are individual and cannot be delegated to another person. (Penal Code 11166).

No supervisor or administrator shall impede or inhibit a mandated reporter from making a report. (Penal Code 11166)

Within 36 hours of knowing or observing the information concerning the incident, the mandated reporter shall then prepare and either send, fax, or electronically submit to the appropriate agency a written follow-up report, which includes a completed Department of Justice form (SS 8572). (Penal Code 11166, 11168)

If a mandated reporter fails to timely report an incident of known or reasonably suspected child abuse or neglect, the mandated reporter may be guilty of a crime punishable by a fine and/or imprisonment. (Penal Code 11166) No employee shall be subject to any sanction by the district for making a report unless it can be shown that the employee knowingly made a false report or made a report with reckless disregard of the truth or falsity of the report. (Penal Code 11166, 11172)

### **Penal Code 11165.7:**

A list of persons whose profession qualifies them as "mandated reporters" of child abuse or neglect is found in California Penal Code Section 11165.7. The list is extensive and continues to grow. It includes all school/district employees, administrators, and athletic coaches. All persons hired into positions included on the list of mandated reporters are required, upon employment, to be provided with a statement, informing them that they are a mandated reporter and their obligations to report suspected cases of abuse and neglect pursuant to California Penal Code Section 11166.5.

All persons who are mandated reporters are required, by law, to report all known or suspected cases of child abuse or neglect. It is not the job of the mandated reporter to determine whether the allegations are valid. If child abuse or neglect is reasonably suspected or if a pupil shares information with a mandated reporter leading him/her to believe abuse or neglect has taken place, the report must be made. No supervisor or administrator can impede or inhibit a report or subject the reporting person to any sanction.

Unless otherwise specifically provided, the absence of training shall not excuse a mandated reporter from the duties imposed by this article.

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## ACKNOWLEDGMENT

I have read and understand the requirements for reporting any suspected or known instance of child abuse and will comply with the requirements.

\_\_\_\_\_  
Employee Name (please print)

\_\_\_\_\_  
Position

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
District Designee Signature

\_\_\_\_\_  
Date