

# Montgomery County Public Schools New Coaches' Checklist

Following is a checklist of items that need to be completed by a new coach in the Montgomery County Public Schools (MCPS) interscholastic athletics program. New coaches should be given this form at the time of hire. Coaches should submit this form to the athletic director upon completion of all requirements.

**ALL coaches (volunteer and stipend) must complete the following before hire:**

| Item  | Specific Details  | How Often | Date Accomplished |
|---|---|-----------|-------------------|
| Fingerprinting and Child Protective Services (CPS) Background Check | Schedule a fingerprinting appointment on the <a href="#">MCPS website</a> .<br>Bring picture ID (i.e. driver's license) and a check in the amount of \$54 made payable to MCPS. <a href="#">More info is here</a> . | Once      |                   |

**ALL coaches (volunteer and stipend) must complete the following MCPS courses and trainings prior to the start of the season:**

| Item  | Specific details  | How Often                            | Date(s) Accomplished |
|---|---|--------------------------------------|----------------------|
| PE-22: Care and Prevention of Athletic Injuries<br><br><i>*Must be completed within 1 year of hire.</i> | Link to the application is below. Submit to athletic director for approval and submission to MCPS athletics office<br><a href="#">PE-22 Application</a>   | Once – course consists of 5 sessions |                      |
| MCPS New Coaches Seminar  | Mandatory before start of season<br>*Offered during PE-22   | Once – one session                   |                      |
| MCPS Compliance Training (stipend)  | All MCPS stipend coaches must complete the entire set of modules. Non-MCPS employees may access the modules at this link:<br><a href="http://bit.ly/coachescompliance">bit.ly/coachescompliance</a> (copy into browser)             | Annually                             |                      |
| Recognizing and Reporting Child Abuse and Neglect (volunteers)  | Complete the entire training before start of season – <a href="#">link is here</a> .  | Annually                             |                      |
| Diabetes Training   | MCPS employees access this training through Professional Development Online (PDO). Non-MCPS employees complete training at this link:<br><a href="http://bit.ly/coachescompliance">bit.ly/coachescompliance</a> (copy into browser) | Annually                             |                      |

**Stipend coaches must complete following NFHS online courses prior to the start of the season:**

| Item  | Specific details  | How Often     | Date(s) Accomplished |
|---|---|---------------|----------------------|
| CPR/AED Certification   | Complete and provide a copy of current certification card to AD – offered during PE-22.                   | Every 2 years |                      |
| Bullying, Hazing and Inappropriate Behaviors  | Click to take<br><a href="#">Bullying, Hazing and Inappropriate Behaviors</a>                             | Once          |                      |
| Concussion in Sports  | Click to take<br><a href="#">Concussion in Sports</a>   | Every 2 years |                      |
| Sudden Cardiac Arrest   | Click to take<br><a href="#">Sudden Cardiac Arrest</a>  | Every 2 years |                      |
| Heat Illness Prevention   | Click to take<br><a href="#">Heat Illness Prevention</a>  | Every 2 years |                      |
| Sport-specific course required for Accredited Interscholastic Coach (AIC) certification<br><br><i>*Must be completed within 1 year of hire.</i> | Click to search specific sport courses<br><a href="#">AIC Certification</a>                               | Once          |                      |
| <b>Football Coaches Only:</b><br>Blocking and Defeating Blocks, Shoulder Tackling & Equipment Fitting   | Click to take<br><a href="#">Blocking and Defeating Blocks, Shoulder Tackling &amp; Equipment Fitting</a> | Once          |                      |