

NEW COACHES CHECKLIST

New coaches need to complete:

- General Employment Application
- Authorization for DCF Search
- Form I-9 Employment Eligibility Verification – need two forms of identification
- Complete the fingerprint process and submit the non-refundable \$40.50 fee payable to ACES by certified check or money order for processing fingerprint cards
- Direct Deposit Authorization Form
- Federal W-4 Form
- State of CT – W-4 Form

Also need on file for all coaches:

- Copy of Coaching Certificate or receipt that application is at the State
 - State of CT – Coaching Permit Application if not already done
- Current CPR Certification
- Current First Aid Certification
- ORIGINAL** Copy of Module 15 form – Concussion Management
- Copies of any coaching modules they take towards certification are also kept in their coaching file but they are not currently tracked

A meeting is scheduled for all new employees to meet the Superintendent prior to finalizing contract or agreement:

- Receive Coaching ID Badge
- Key(s)
- Building Access Code