



Congratulations on your new position, and welcome to coaching at Crawford High!

In order to be cleared to coach, you must follow the four steps below. If you are a head coach, please work with the athletic director (kbutcher@sandi.net) to ensure that Crawford High is processing both you and your staff's clearances. Assistant coaches should work through their head coach to be cleared.

1. Create a Coaches' Clearance account here:

<https://www.homecampus.com/coach/login>

- Click "Create an Account" at the bottom of the page, and follow instructions to verify your email. Click "Start a Clearance Here," enter personal information, and sign the CIF Ethics form by typing your full name exactly as you entered it previously when creating your account. (Help video: [Coaches Clearance Applications](#))
- Upload the following documents:
 - A copy of a valid first aid/CPR card. Must include child and adult CPR, first aid and AED. There is no single organization that is required for certification.
 - A copy of your fundamentals of coaching certificate. Dates and info listed below.
 - A copy of [NFHS Heat Illness Prevention Course](#) certificate of completion
 - A copy of [NFHS - Concussion in Sports Course](#) certificate of completion
 - A copy of [NFHS Sudden Cardiac Arrest Course](#) certificate of completion
 - A copy of the [SDUSD TB form](#).
 - A copy of your Mandated Reporter certificate of completion (link in Coaches' Clearance)
 - CHEER ONLY: A copy of [Cheer and Dance Safety Certification Course](#)

VOLUNTEERS ONLY:

- *A copy of your Volunteer Application Form (volunteers only - link in Coaches' Clearance)*
- *A copy of your Volunteer Screening Form (volunteers only - link in Coaches' Clearance)*

2. Once all of step 1 is complete, please confirm that you have a Personnel Action Request (PAR) number in the district system by contacting Athletic Director Kelcie Butcher at kbutcher@sandi.net. The PAR is required in order to receive emails from San Diego Unified.
3. San Diego Unified School District will email you at the address you used when you created your PAR. This email will contain a link to DocuSign, which will allow you to upload your HR application, your payroll information, and other documents required to be hired by the district.

4. Complete the San Diego Unified live scan process (FBI fingerprinting) once invited to do so. Information will be emailed to you once steps 1-3 are complete.

***IMPORTANT: You are NOT cleared to coach until the head coach receives confirmation from the athletic director or a school administrator that SDUSD has cleared you to be around students. Failure to follow this directive is grounds for immediate termination.**

Fundamentals of coaching: *To enroll, email kbutcher@sandi.net with requested date. A Zoom link will be sent shortly before the course begins. After taking the zoom course, a certificate of completion will be emailed to the address you provided for the course.*

2023-24 dates (courses run 5-7pm)

Wednesday, July 12

Monday, August 7

Wednesday, September 13

Wednesday, October 11

Monday, November 13

Tuesday, December 12

Wednesday, January 10

Tuesday, February 6

Tuesday, April 16

Tuesday, June 4