

Checklist for new COACH hiring:

- Received Support Staff application
- Interview/Meeting with Athletic Director
- If hiring, inform New Coach he/she will need a current expanded background check
(Send link to BGC form on website if needed:
<https://docs.google.com/forms/d/e/1FAIpQLScPH1f61eqRILQWHF7q3bHHarZZTrvAPzn5LjiYfqsnZI5GtA/viewform>)

If PAID Coach, send the following to Central Office:

(If digital, send to both Jenny & Tracy; if hard copies, just one copy is fine to Central Office)

- Copy OR originals of all documents collected so far for permanent personnel record file in Central Office
- New Hire's contact phone # & email
- Letter of Recommendation to Hire that includes:
 - New hire full name
 - Sport hired to coach
 - Stipend Amount

If VOLUNTEER Coach, send only:

- Letter of Recommendation to Hire that includes:
 - New hire full name
 - Sport hired to coach