

Delaware Valley Regional High School
19 Senator Stout Rd.
Frenchtown, NJ 08825

Interested Coaches & Volunteers

All coaches & volunteers must have the following credentials completed and returned to Melissa Kramer, Human Resources:

- **Teaching Certificate or Substitute Certificate**
 - If you need to obtain a substitute certificate and have 60 credits, please contact Melissa Kramer in Human Resources to discuss the paperwork/criminal history process and Delaware Valley Regional High School becoming your sponsoring district.
- **Criminal History Clearance**
 - If you are currently working in a NJ School District you will just need to provide your clearance letter. You can print your clearance letter here:
<https://homeroom5.doe.state.nj.us/chrs18/?app-emp-history>
 - If you have had a break in service from a NJ School District, you will need to archive your criminal history clearance. The website to archive is:
<https://www.nj.gov/education/crimhist/>
 - If you have not had your fingerprints completed through the NJ Dept of Education, you will need to complete the following:
 - Pay administrative fee(s) for the criminal history background clearance and print out the Identogo New Jersey Universal Fingerprint Form from the New Jersey Department of Education (NJDOE) Office of Student Protection webpage (\$11)
<https://www.nj.gov/education/crimhist/>
 - Go to the Identogo Website to schedule an appointment and pay fingerprinting fees (\$66.05 for those who have never been fingerprinted in New Jersey)
 - Attend the scheduled appointment time and get fingerprinted. Make sure to bring the following to your scheduled appointment: Picture Identification (ID) & Identogo New Jersey Universal Fingerprint Form
 - Return a copy of the receipt to Melissa Kramer in Human Resources for your file.
 - In 7-14 days, download your criminal history clearance and return it to Melissa Kramer in Human Resources.
- **Volunteers:** In addition to submitting your Teaching/Substitute Certificate and Criminal History Clearance, please complete and return the Volunteer Information & Affidavit and Volunteer Agreement & Release Forms. (attached) After Board Approval, you will be contact by Melissa Kramer in Human Resources of your approval.
- **Coaches:** After Board Approval, you will be contacted by Melissa Kramer in Human Resources to complete additional paperwork for payroll and your ID.
- **Coaching Certifications:** The attached list of Coaching Certifications must be completed and returned to Lance Jacobs, Athletic Director.

Melissa Kramer, Human Resources – melissakramer@dvrhs.k12.nj.us

Lance Jacobs, Athletic Director – lancejacobs@dvrhs.k12.nj.us

Coaching Certifications

NJSIAA Coaching Requirements

CPR/AED/Basic First Aid Certification

- Two-year certification
- [American Heart Association](#) (AHA) & [American Red Cross](#) (ARC) only (Blended course okay)

NFHS Fundamentals of Coaching Course*

- One-time course
- Online at nfhslearn.com

**Coaches who have experience coaching in an NJSIAA high school prior to the 2006-2007 school year will be exempt from this requirement.*

NFHS Concussion Course

- Required each year
- Online at nfhslearn.com

NFHS Heat Illness Prevention

- Required each year
- Online at nfhslearn.com

NFHS Implicit Bias Course

- One-time course
- Online at nfhslearn.com

Swimming & Diving Coaches

- A valid CPR for professional rescuer certificate issued by the ARC or the YMCA.
- A valid Lifeguard Certificate issued by the ARC or the YMCA.
- A valid Water Safety Instructor (WSI) Certificate issued by fastswimprogram, the ARC or the YMCA.

Disqualified Coach Requirements

1st time

- Sit 2 games/1 for football
- Must complete the NFHS “Teaching & Modeling Behavior” course
- Must complete above if 3 or more players receive DQ’s 2nd time within 365 days of 1st DQ
- Controversies Committee Hearing

DOE Certification Requirements (Public Schools Only)

Public school coaches must fall within one of the four categories below.

1. NJ Teaching Certification
2. NJ Substitute Certification (60 Credits)
3. Volunteer Coach
 - Must have one of the certifications above
 - Must complete all NJSIAA coaching requirements
4. Paraprofessional Aid/Coach
 - Exempt from all certifications
 - Exempt from all coaching requirements
 - Must be under the direct supervision of a certified coach
 - Must not have any direct supervision responsibilities

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Volunteer Information

Name: _____

Address: _____

Home Phone: _____ Cell Phone: _____

Emergency Contact Name & Number: _____

Volunteer Coach Affidavit

By signature below, I, _____, (print applicant's name) assert that I shall not accept any compensation from any individual, group or organization for serving as a volunteer coach for _____ (Schedule B position) for school year _____ as approved and indemnified by the Delaware Valley Regional High School District Board of Education at the meeting on _____.

Signature of applicant

Date

Notary

Sworn to and subscribed before me this _____ day of _____, 20_____.

Delaware Valley Regional High School Volunteer Agreement and Release

This Volunteer Agreement and Release is made between _____ (“Volunteer”) and the Delaware Valley Regional High School Board of Education (the “Board”) regarding the Volunteer’s activities with the Board and its administration, faculty, staff, and students. The Volunteer and the Board are referred to below as the “parties.”

The parties acknowledge that Volunteer has offered his/her services, without compensation, to assist the Board with classroom, assembly, or other in-school support or other activities which may include, but are not limited to, field trips, dances, grounds maintenance, extra-curricular activities or athletic coaching.

Volunteer represents that (s)he has never been convicted of a violation of any crime set forth in Chapters 9, 11-14, 17-18, 20, 24, 27, 29 or 39 of Title 2C of the New Jersey Statutes either in the state of New Jersey or elsewhere. Generally, these crimes include: murder, assault of any kind (e.g., physical, sexual), child molestation, pandering, pornography, and aiding or abetting any of these crimes.

Volunteer agrees to hold the Board free and harmless from any and all claims, losses, damages, costs and liabilities for injuries or losses suffered by Volunteer during the course of his/her volunteer activities. Volunteer will not file any claim against the Board for Workmen’s Compensation as a result of any injuries that may have been sustained by Volunteer during the course of his/her volunteer activities.

IN WITNESS WHEREOF, each of the parties has executed this Agreement, by duly authorized officer, employee or agent, on the date written under the signatures.

VOLUNTEER:

**DELAWARE VALLEY REGIONAL HIGH SCHOOL
BOARD OF EDUCATION:**

By: _____

Dated:

Dated: