

# **Orland High School**



**Required Forms &  
Procedures for Athletic  
Coaches & Volunteers**

**2012-2013**

## **Orland High School**

### **Athletic Coaching Requirements**

Orland High School believes in recruiting the most qualified and dedicated coaches for our athletic program. Our goal is to promote the principles contained within the “Victory with Honor Code of Conduct” and to develop successful and competitive teams. **All athletic coaches and volunteers, paid or unpaid, must complete the following steps before any participation may occur in coaching our student-athletes or having access to students.**

- ☐ Complete the Live Scan fingerprinting process.
- ☐ Get a TB Test and present TB results.
- ☐ Complete a CPR/first aid certification course. Coaches must keep CPR/first aid current while not allowing certification to expire.
- ☐ Complete an online CIF coaching certification course. Go to the NSCIF website to sign up for the course. <http://www.cifns.org/CoachingEducation/> The course cost is \$52.
- ☐ Complete an OUSD employee or volunteer application.
- ☐ Submit a resume and letter of interest.
- ☐ Fill out a DMV H6 form. This is mandatory for any coach who may be driving a district vehicle or transporting students in a personal vehicle for any reason or school related activity. This process must be done annually.
- ☐ Sign a “Victory with Honor” Code of Conduct for Coaches.
- ☐ Complete a classified application and the following three forms for the payroll department: I9, W4, DE4. (For paid coaches only)

### **Important Contact Information**

**Orland High School**  
101 Shasta Street  
Orland CA, 95963  
(530) 865-1210  
(530) 865-1215 fax  
<http://www.orlandusd.net/orlandhigh/>

**Victor Perry**  
Athletic Director  
(530) 865-1210 ext. 241  
(530) 592-9284 cell  
[vperry@orlandusd.net](mailto:vperry@orlandusd.net)

**Orland Unified School District**  
1320 Sixth Street  
(530)865-1200  
(530)865-1202 fax  
<http://www.orlandusd.net/>

**Ronnie Stenquist**  
District Office Payroll Clerk  
(530) 865-1210 ext. ext. 103  
[rstenquist@orlandusd.net](mailto:rstenquist@orlandusd.net)

**Orland Unified School District**  
**Policies & Procedures for Fingerprinting & TB Testing**

Orland High School takes all necessary precautions for ensuring the safety of our students. All athletic coaches and volunteers, paid or unpaid, must complete the following steps before any participation may occur in coaching our student-athletes. This pertains to volunteers for any athletic program. All adults who have access to students will be required to meet these basic safety and security procedures.

- **1<sup>st</sup>** – Go to the Orland Unified School District office to pick up a fingerprinting packet.

1320 Sixth Street  
Orland, CA. 95963  
(530)865-1200

- **2<sup>nd</sup>** – Complete the “Application for Volunteers”.

- **3<sup>rd</sup>** – Call for an appointment to be fingerprinted.

Glenn County Office of Education  
311 South Villa Avenue  
Willows, CA. 95988  
(530)934-6575 ext. 3027

- **4<sup>th</sup>** – At time of fingerprinting, you will be given a copy of the “Request for Live Scan” form to bring back to the Orland Unified School District office, along with the completed “Application for Volunteer” form you already completed.

There is no fee for fingerprinting. A TB skin test is also required and there is a \$2.00 fee. Bring your receipt to the Orland Unified School District to be reimbursed. TB skin tests can be given at Glenn Health Services.

Orland location:  
345 Yolo Street  
Orland, CA. 95963  
(530)865-6735

\*\*1<sup>st</sup> Tuesday of the month from 4:00 p.m. to 6:00 p.m.

\*\*3<sup>rd</sup> Tuesday of the month from 9:00 a.m. to 11:30 a.m.

Willows location:  
240 N. Villa Avenue  
Willows, CA. 95988  
(530)934-6588

\*\*2<sup>nd</sup> Tuesday of the month from 4:00 p.m. to 6:00 p.m.

\*\*4<sup>th</sup> Tuesday of the month from 9:00 a.m. to 11:30 a.m.