



# Heber-Overgaard Schools

*"Home of the Mustangs"*

**P.O. Box 547 Heber, Arizona 85928**  
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[www.heberovergaardschools.org](http://www.heberovergaardschools.org)

## New Coach Checklist

(To be completed by Athletic Director and submitted to HR)

### Employee Information

- Name: \_\_\_\_\_
- Sport: \_\_\_\_\_ Sport Level: \_\_\_\_\_ JH \_\_\_\_\_ HS / \_\_\_\_\_ Girls \_\_\_\_\_ Boys
- Coaching Position: \_\_\_\_\_ Head Coach \_\_\_\_\_ Assistant Coach
- Head Coach (if applying for Asst Position): \_\_\_\_\_ Start Date: \_\_\_\_\_

### 1. Hiring Procedures

- Coach has completed all AIA required courses (Fund of Coaching, Concussions, CPR, AED etc.)
- Completed Driver Training Course and Vector Training (Bloodborne Pathogens, Epi Pen, etc.)
- IVP Fingerprint clearance card verified
- Background check completed/verified along with reference checks completed/verified
- Placement on Coaching Salary Schedule \$ \_\_\_\_\_

### 2. Technology & Key Access

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- If needed, key access for gym, storage and equip (Kelly)
  - Key card/fob - building access issued (Amanda)

**\*I VERIFY THE ABOVE NEW HIRE PROCEDURES HAVE BEEN COMPLETED**

**Athletic Director Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

\*Potential Coaches will not be allowed to begin work until these above items have been completed.