



**Clayton Valley Charter High School
Academics • Excellence • Scholastics**

1101 Alberta Way, Concord, CA 94521 (925) 682-7474
www.claytonvalley.org

ATHLETIC COACH ASSIGNMENT RECOMMENDATION

Please complete a form for each person - whether the person is in a paid position or a volunteer coach. All coaches must make an appointment with the Athletic Director to complete paperwork and to have a background check through Human Resources before contact with students is allowed. **Failure to follow this regulation will jeopardize stipend and/or status.**

This form must be completed by a CVCHS Administrator or Athletic Director. Incomplete forms will be returned to the Athletic Director and may delay the hiring process.

Administrator/AD Initiating Request:		Date of Request:
Name of Person Being Recommended:	(Circle ONE) NEW RETURNING	Assignment (Circle ONE): Head / Assistant / Volunteer
Level (Circle ONE): Freshman / JV / Varsity	Gender (Circle ONE): Boys / Girls	Sport:
Season (Circle ONE): Fall / Winter / Spring	Day to Start Coaching:	Cell Number:
Address:		City: Zip:
E-mail Address:		Are you in a retirement system? Please indicate: NO STRS PERS

This position is: <input type="checkbox"/> Paid <input type="checkbox"/> Self-Funded <input type="checkbox"/> Volunteer	*Stipend Amount:	<i>Coaching Assignments can only be approved by the Executive Director of CVCHS. Coach may not begin working until all requirements are met.</i>
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***Stipend amount must be included on this form in order to be paid. Stipends cannot change after the start of the season.**

Athletic Director Date

Prospective Coach Date

Principal Date

Executive Director Date

Governing Board Chair Date



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