

This protocol applies to **Athletic Directors, Coaches, and Office Staff** who engage volunteers or volunteer coaches providing services to students and student-athletes on behalf of the District.

Volunteers must complete **all required steps** before participating in activities, practices, games, conditioning sessions, or other interactions with students.

These procedures protect both the volunteer and the District and help ensure the safety of our students.

This Applies To:

- Non-staff volunteer coaches
 - Volunteer assistants for sports or activities
 - Community members serving in a coaching capacity
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Required Steps to Become a Volunteer / Volunteer Coach

Step 0. Notification of Intent to Engage a Volunteer

This notification must occur **before the volunteer begins the background check or any onboarding steps.**

- **Volunteer Coaches - Coaches must notify their Athletic Director** of the volunteer's name and role.
- Athletic Directors will notify Human Resources of the volunteer's name and email address so HR can monitor for the background check clearance through HelpCounter.

This early communication ensures HR can track the request, provide timely onboarding support, and avoid delays.

Step 1. Background Check

The volunteer must complete the District background check through HelpCounter, which is available on the Volunteer page of the NSSD website. They should select the 'Volunteer or Volunteer Coach' category when applying (currently listed as "coach," but will be updated).

HelpCounter Link:

https://helpcounter-kiosk.com/welcome/apply_i.php?district=northsantiam

- The background check must be completed and **cleared** before any other steps occur.
 - Coaches, Building staff, or ADs may not utilize a volunteer until clearance is confirmed by HR.
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Step 2. HR Onboarding

Once the volunteer is cleared in HelpCounter:

- Human Resources will email the volunteer and cc the Athletic Director or primary contact with instructions for accessing Frontline Central to complete the required onboarding forms.
- Volunteers must complete all onboarding forms promptly to avoid delays in safety training and approval.

The volunteer packet includes:

- Volunteer Abuse and Sexual Conduct Information Form
 - Volunteer Indemnification and Release Agreement
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Step 3. Mandatory Safety Training (Vector Solutions)

Volunteers must complete all assigned safety modules through [Vector Solutions](#).

- Modules include:
 - Coach-specific Abuse Prevention
 - Sexual misconduct awareness
- Login is firstname.lastname with no password required

Training must be fully completed before clearance is granted.

Step 4. Verification of Completion

Human Resources is responsible for confirming final completion and clearance. Athletic Directors, Coaches, or building staff should not independently approve a volunteer to begin. Only after all items have been confirmed may the volunteer start working with students.

Step 5. Authorization to Begin Volunteering

Once HR confirms completion of all requirements:

- ✓ The volunteer is approved
- ✓ The coach/AD or building staff member may schedule them
- ✓ The volunteer may work directly with students

No volunteer may begin activities until this final clearance is given.

Questions? Please contact Human Resources at hr@nssd29j.org.