



Cary High School New Coach Hiring Process

Congratulations on being selected to coach at Cary High School. We have over 600 athletes who compete every year in 25 sports on 39 teams. We are excited to have you on our athletic coaching staff to help make a difference in the lives of our young men and women. Below is a list of things that must be completed **BEFORE** you are allowed to coach and work with our student-athletes. If you have any questions about this process, please email or call me anytime.

Thanks,
Mike Dunphy
Athletic Director
Cary High School
mdunphy@wcpss.net
919-656-2523

Volunteer Coaches Only

1. Via email, submit your FULL name to the Athletic Director, including a valid email address and telephone number. This information will then be sent to the HR Administrator for Cary High School in the Human Resources Office for WCPSS.
2. The HR Administrator will send you a link for their criminal background check. Once approved, they will email a health form to you for completion.

*If for some reason the CBC is **not** approved, a representative from Employee Relations will send the applicant a rejection letter explaining why you are not approved as a volunteer and therefore unable to serve as a volunteer coach. Our Principal will also have this information.*

3. Once the completed health form is submitted to the HR Administrator, the school will be notified that you are approved. A copy of the Health Form should also be submitted to the Athletic Director as a back-up in case the original gets lost.

4. **Prior to working with students**, the Athletic Director must verify that you have met the necessary requirements outlined below:

A. Coaching Education

- i. [NFHS Fundamentals of Coaching \(click link\)](#) (all coaches prior to first contest); Cost: \$35; Time to Complete: 6-8 hours
- ii. [NFHS Concussion in Sports \(click link\)](#) (all coaches prior to first practice); Cost: FREE; Time to Complete: 30 minutes
- iii. [NFHS Sudden Cardiac Arrest \(click link\)](#) Cost: FREE; Time to Complete: 30 minutes
- iv. [NFHS Blocking, Tackling and Equipment Fitting \(click link\)](#) (required for football coaches prior to first practice); Cost: FREE; Time to Complete: 30 minutes
- v. [NFHS Heat Illness Prevention \(click link\)](#) (required for football coaches prior to first practice, recommended for all coaches of outdoor sports); Cost: FREE; Time to Complete: 30 minutes

B. Gfeller-Waller & Emergency Action Plan (EAP)

- i. Complete the [Gfeller-Waller Concussion Form \(click link\)](#) and return it to the Athletic Director's Office

C. Cary High School Coaching Pledge

- i. Complete the [Coaches Pledge \(click link\)](#) and return it to the Athletic Director's Office