



17654 ST. RT. 676 - MARIETTA, OH - 45750  
PHONE (740) 896-2697 - FAX (740) 896-2555  
WEBSITE - [stjohncentralschool.com](http://stjohncentralschool.com)

### *Required Documents for Coaching Jr. High Sports at St. John Central School*

All coaches are to begin with creating a SAFE account on the Ohio Department of Education (ODE) website at the following web address: <https://safe.ode.state.oh.us/portal>

#### *Checklist*

1. \_\_\_\_\_ *FBI Background Check*
2. \_\_\_\_\_ *BCI Background Check*
3. \_\_\_\_\_ *CPR/AED Training*
4. \_\_\_\_\_ *Adult Sports Injury First Aid Training*
5. \_\_\_\_\_ *Heads Up! Concussion in Sports Training*
6. \_\_\_\_\_ *NFHS Fundamentals of Coaching*
7. \_\_\_\_\_ *Code of Conduct Form signed (see form below)*
8. \_\_\_\_\_ *Applicant's Certification Form signed (see form below)*
9. \_\_\_\_\_ *Safe Training Child Protection*
10. \_\_\_\_\_ *Create the SAFE Account with ODE (See above website)*
11. \_\_\_\_\_ *Pupil Activity (Coaching) Permit Application*
12. \_\_\_\_\_ *Form E for the Diocese of Steubenville (see form below)*
13. \_\_\_\_\_ *Sudden Cardiac Arrest Course and Informational Handout*

#### *Please note the following:*

- Both an **FBI and a BCI Background Check** are required of all coaches, assistant coaches, and volunteers who work with students on a regular basis. Please make sure that the Ohio Department of Education (ODE) is mentioned at the time of fingerprinting AND that St. John Central School is to receive a copy. All FBI and BCI documents are kept on file in the school office and are applicable for 5 (five) years from the date of issuance. A brand new Pupil Activity Permit (PAP) requires a “brand new” FBI and BCI background checks within a year from applying for the PAP. **Contact your Athletic Director for a list of local facilitators.**
- **CPR (CardioPulmonary Resuscitation)/AED (Automatic External Defibrillator)** training is required of all coaches and assistant coaches. A copy of this certificate/document of completion is to be attached to Form E with the building principal's signature and forwarded to the diocesan superintendent in Steubenville. A copy is also kept in the school office. This training is applicable for 2 (two) to 3 (three) years depending on who facilitates the training. **Contact your Athletic Director or school to**

**find out when a CPR/AED class will be scheduled at your local school or others in the area.**

- An **Adult Sports Injury First Aid** training is required of all coaches and assistant coaches. A course number is generally provided for each individual class and this number can be entered on the ODE web site for the Pupil Activity Permit. A copy of the class attendance and training is kept in the school office. This training is generally applicable for 3 (three) years. **This class can be taken locally in the area, contact the school or Athletic Director for dates and times. Or the class can be taken online at <http://nfhslearn.com/courses>.**
- The **Heads Up! Concussion in Youth Sports** training is an online class for all coaches and assistant coaches. A certificate of participation should be printed off after the online class is completed. This certificate is to be attached to Form E, turned into building principal and sent to Steubenville for the Pupil Activity Permit. A copy of the certificate is also kept in the school office. This training is generally applicable for 3 (three) years. **This class can also be taken online at <http://nfhslearn.com/courses>.**
- The **NFHS Fundamentals of Coaching** is also an online class for ALL coaches and assistant coaches. Like the above concussion class, a certificate of participation should be printed off after the online class is completed. A copy of this certificate/document of completion is to be turned into the building principal and forwarded to the diocesan superintendent in Steubenville. A copy of the certificate is filed in the school office. This training only needs to be completed ONCE. **This class can also be taken online at <http://nfhslearn.com/courses>.**
- **Safe Training - Child Protection** is a required class for the Diocese of Steubenville and needs to be taken by all coaches and assistant coaches before any coaching or volunteering begins. Once the class is completed the **Applicant's Certification Form** can be signed and attached to the Form E and sent to Steubenville. The diocesan child protection training and form is to be signed and attended every year. Contact your local school or athletic director for locations and dates of classes. (*See form below*).
- The **Code of Conduct** form is to be signed by all coaches and assistant coaches. This verification form is also attached to Form E and sent to Steubenville. Copies of all are filed in the school office. This form is to be completed once all other training and forms are completed. A new Code of Conduct form is to be signed every year. (*See form below*).
- The **Pupil Activity (Coaching) Permit (PAP)** is created when all documents are completed (including the Pupil Activity Permit application) and filed on the ODE website. The PAP will not be approved unless the application and diocesan Form E are signed by the building principal. Form E (*See form below*) is then sent to the diocesan

office for the superintendent's signature. Only then with all required documents for ODE and Form E signed by the diocesan superintendent will the PAP be approved.

- The **Lindsay's Law** is a bill that went into effect in 2017 to inform and educate coaches, parents and students participating in or desiring to participate in an athletic activity about the nature and warning signs of Sudden Cardiac Arrest (SCA). Coaches must complete the Coaches Sudden Cardiac Training under their ODE SAFE account, as well as complete the assessment quiz. Once the course is complete a SCA certificate will need to be submitted with your PAP every year.
- All coaches and assistant coaches are required to create the SAFE account with ODE (just like a teacher). The IRN number for the diocese is **052548** Steubenville.
- A coach or assistant coach should not be practicing with students unless he or she has met the above requirements. (These requirements must all be **completed** before any coaching begins).
- At all times there **MUST** be two adults present at practices; there must be a coach and/or the assistant coach (parent volunteer)--who has been fingerprinted with satisfactory FBI & BCI background checks **ON FILE** and who has taken the Safe Training - Child Protection class. A parent volunteer may represent the second person in attendance, not a coach who is coaching a game or directing a practice.
- ***Student physicals for Grades 7 and 8 are required for participation by the OHSAA; student physicals for Grades 3 through 6 are not required, but recommended. However, different area sports leagues may require student physicals as a requirement for participation—regardless of grade level.***
- The above is an attempt to standardize the process as directed by the Diocese of Steubenville but yet to be compliant with both the Diocese of Steubenville and the Ohio High School Athletic Association (OHSAA).

**Additional helpful link for applying for NEW or RENEWAL of Coaching (Pupil Activity)  
Permits can be found at the following website:**

<http://education.ohio.gov/Topics/Teaching/Educator-Licensure/Audiences/Coaching-Permits>

**For any questions please contact your schools athletic program ran by Kristin Pottmeyer (grades 3-6) and Maria Huffman (grades 7 & 8), you may also contact the school's office at (740) 896-2697.**

**St. John Central Athletic Program**



Diocese of Steubenville  
Safe Environment Program

**APPLICANT'S  
CERTIFICATION FORM**

*This Certification must be signed by every applicant for employment and volunteer service with the Diocese of Steubenville that involves regular contact with children.*

**I hereby attest and certify** that I have never been convicted of nor pled guilty to:

- ❖ child abuse in violation of Ohio Revised Code section 2919.24,
- ❖ endangering children in violation of 2907.04,
- ❖ gross sexual imposition in violation of section 2907.05,
- ❖ sexual imposition in violation of section 2907.06,
- ❖ importuning in violation of section 2907.07,
- ❖ voyeurism in violation of section 2907.08,
- ❖ public indecency in violation of 2907.09,
- ❖ any offense of violence, trafficking in drugs, concealed weapons, domestic violence or any other violation listed in section 109.572 of the Ohio Revised Code,
- ❖ or any existing or former offence of any municipal corporation, the State of Ohio, any other state or the United States that is substantially equivalent to any of the above offenses.

**(If you have been convicted of or pled guilty to any of the above offenses and wish to explain the circumstances thereof, please do so on a separate sheet.)**

I further certify that I have never been discharged from employment or a volunteer position because of any activity covered by the foregoing statutes.

I hereby authorize any present or former employer, person, firm, corporation, physician, or government agency to answer any and all questions and to release or provide any information within their knowledge or records, and I agree to hold any and all of them harmless and free of any liability for releasing any truthful information that is within their knowledge and records.

I further authorize the Diocese of Steubenville to conduct a check of my police criminal records and agree that I will fully cooperate in providing all information and signing all documents necessary to conduct such a check.

**I hereby attest and certify that the above information provided by me is true and correct to the best of my knowledge. I understand that misrepresentations or omissions may disqualify my application or result in my immediate dismissal if I am already employed.**

NAME OF APPLICANT (PLEASE PRINT): \_\_\_\_\_

APPLICANT'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

WITNESS' SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

NAME OF INSTITUTION: \_\_\_\_\_



Diocese of Steubenville  
Safe Environment Program

## ***CODE OF CONDUCT***

### **OFFICE COPY**

1. Adults who work with children must be aware of appropriate physical and psychological boundaries between themselves and the children they serve and never engage in any inappropriate behavior with children (See Diocese of Steubenville *Appropriate Boundaries when ministering to or working with Minors*).
2. Adults shall not purchase expensive gifts for children. Neither shall adults purchase or use tobacco products, alcohol, drugs, or any sexually explicit or violent audiotapes, videotapes or reading materials in the presence of the children they are working with.
3. Adults, including clerics, employees or regular volunteers, may not engage in scheduled, individual instruction or counseling with a child without the consent of the child's parent or guardian, except where civil law explicitly permits certain persons, e.g. licensed social workers to conduct such meetings. This prohibition shall not apply in an emergency context.
4. A minimum of two adults must be present for any activity sponsored by a parish or diocesan institution, which involves children, with the exception of the Sacrament of Penance, regular day school or parish religious education classes and providing transportation for a school or parish sponsored activity (for which there **must** be more than one student passenger). The term "adult" as used in this policy, excludes 18 or 19 year-old persons who have not graduated from high school.
5. Adults may not use corporal punishment or demeaning language when disciplining a child. Positive reinforcement of good behavior is recommended.
6. No cleric, employee or regular volunteer may allow a child to visit the adult's home without the consent of the parent.
7. No diocesan priest may allow a child to visit a rectory or residence of the diocesan priest or to stay overnight in any site unless accompanied by the parent or guardian of the child.

**I have read and agree to abide by the Code of Conduct of the Diocese of Steubenville.**

**Please sign and RETURN this copy to your supervisor.**

NAME (PLEASE PRINT): \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_



# Diocese of Steubenville

Form E

Request for Signature-Approval  
(For all Licensure Renewal, Certification or Permit Applications)

<b>Applicant's Name:</b>		<b>Submission Date:</b>
<b>Name of School:</b>		
<b>School address (city/town only):</b>		
<b>Applicant's title/position in the school:</b>		
<b>Briefly describe applicant's area(s) of responsibility:</b>		
<b>Type of Licensure/Certification/Permit</b>		
Select one: <input type="checkbox"/> 5 year Professional License <input type="checkbox"/> Chartered Non-Tax Certificate <input type="checkbox"/> Teacher's Aide Permit <input type="checkbox"/> Substitute Teacher's Permit <input type="checkbox"/> Pupil Activity Permit _____ <input type="checkbox"/> Other _____		<b>Pupil Activity Permits require:</b> <ul style="list-style-type: none"><li>• CPR/AED Card</li><li>• Fundamentals of Coaching</li><li>• First Aid for Coaches</li><li>• Concussion Training</li></ul>
Select one: <input type="checkbox"/> Initial Application <input type="checkbox"/> Renewal	<b>E-Signature Requested:</b> <input type="checkbox"/> LPDC (IRN# 008479) <input type="checkbox"/> Steubenville Diocese (IRN # 052548)	
<b>The following section is to be completed by School Administration.</b>		
<b>For Non-Tax applications only</b> , please offer a brief rationale/explanation for the use of this Non-Tax application in your building:		
<b>Principal's Signature</b> _____ <b>Date</b> _____		
<i>Note: Your signature provides verification that the above named applicant is currently employed for the position indicated above.</i>		
<b>OCFS Approval</b> _____		<b>Date of E-Signature</b> _____