



- Sponsor must complete form **CI-278 - PROCEDURES FOR SCHOOL ATHLETIC CLUBS**
  
- Give Sponsor copy of Board Policy **J-460** and Procedures Handbook **J-460**
  
- Any coach/consultant who is not a full-time employee of KCS and does not possess a teacher's certificate or equivalent, or is not a retired educator must complete the *NFHS "Fundamentals of Coaching"* and *First Aid, Health, & Safety for Coaches* courses along with completing a background check prior to assuming the position.
  
- Give Sponsor and/or coach/consultant a copy of **KCS Heat Policy**
  
- Proof of Physical for each club member
  
- Sponsor and/or coach/consultant comply with *State Concussion and Sudden Cardiac Arrest Laws* (sign information and signature form for coaches)
  
- Parent/Guardian signed consent form
  
- Complete OFF Campus Trip Form for practices and competition off campus
  
- Parent/Guardian, and student sign Concussion and Sudden Cardiac Arrest statements.
  
- Parent/Guardian sign Insurance Coverage statement.