

# Coach Vetting & 30-Day Onboarding Checklist

For martial arts and combat-sports schools building a documented accountability framework.

Print this checklist, save it to the staff record, and renew annually. It covers the coach-vetting pillar of a five-pillar accountability framework for gym safety.

## Part 1: Vetting Checklist

Run before the first paid class. Complete for every head instructor, assistant coach, contract coach, and trial coach.

#	Item	Verified by	Date	Notes
1	<b>Identity verification</b> Government-issued photo ID; name and DOB match application			
2	<b>Criminal background check</b> County, state, and federal where applicable <i>Provider: Checkr / Sterling / NCSI</i>			
3	<b>Sex-offender registry check</b> National (NSOPW) and state registries			
4	<b>Reference call #1</b> Most recent gym or coaching role <i>Actual phone call, not just a listed reference</i>			
5	<b>Reference call #2</b> Second relevant role			
6	<b>Signed code of conduct</b> Current year, on file <i>See Part 3 for sample template</i>			
7	<b>Waiver / mandatory reporter ack.</b> Signed and on file			
8	<b>Concussion-protocol training</b> Current certificate <i>Per SafeSport / Academy Safe standards</i>			
9	<b>CPR / first-aid certification</b> Current			
10	<b>SafeSport training</b> Optional but recommended for kids programs			

**Pass criteria: Every row above signed and dated. If any item is incomplete, the coach does not have an active teaching role yet.**

## Part 2: First 30 Days — Observation Plan

A documented observation cadence for any new coach. Catches mismatches early and creates a paper trail of formative feedback.

### Days 1–7: Shadow Only

- New coach observes 4+ classes alongside head coach or designated mentor
- Reviews curriculum, lesson plan template, and class flow
- Reviews emergency procedures (injury response, evacuation, AED location)
- Reviews reporting policy, code of conduct, and parent-communication norms
- One end-of-week check-in, documented in staff record

### Days 8–21: Co-teach

- New coach co-teaches a minimum of 6 classes (mix of age groups if applicable)
- Head coach or mentor present for every co-taught class
- Mid-period check-in (day 14), documented in staff record
- First written feedback note from mentor placed in staff record

### Days 22–30: Lead with Mentor Present

- New coach leads class with mentor observing in the room (not on the mat)
- Minimum 4 led classes before any solo-lead authorization
- 30-day review meeting, documented in staff record
- Solo-lead decision (yes / not yet / no) recorded with reasoning

**Pass criteria: The 30-day review meeting happens on or before day 30, in writing, with a named decision. "We'll see how it goes" is not a decision.**

## Part 3: Sample Code of Conduct

Adapt to your school. Two pages maximum, readable, signed annually.

## Coach Code of Conduct

As a coach at [School Name], I commit to:

- 1. Boundaries.** No private one-on-one contact with minors outside of class. Two-deep leadership rule: no adult alone with a minor at any point on premises. No transportation of minors without written parental authorization.
- 2. Communication.** All parent and minor-student communication routed through the school's messaging system or official channels—never personal text or DM.
- 3. Conduct on the mat.** Demonstrations and corrections are non-sexual, age-appropriate, and explained before contact. Students may decline any drill or partner without penalty.
- 4. Reporting.** I will report any concern about coach or student conduct to the named recipients in the reporting policy within 24 hours of becoming aware of it. I understand my mandatory-reporter obligations under [state] law.
- 5. Records.** I will maintain attendance and any documented incident or concern in the gym's member-management system. I will not keep separate informal records on personal devices.
- 6. Renewals.** I will complete annual renewals of background check, CPR/first aid, and concussion-protocol training, and will provide certificates for the staff file.
- 7. Off-mat conduct.** I understand that conduct off the mat that brings the school into disrepute is grounds for review and potential separation, regardless of whether it occurred on premises.

Coach signature: \_\_\_\_\_ Date: \_\_\_\_\_

Owner / head coach: \_\_\_\_\_ Date: \_\_\_\_\_

## Part 4: Annual Renewal Schedule

Set a recurring calendar reminder for each item.

Item	Cadence	Last completed	Next due
Background check	Annual		
Sex-offender registry recheck	Annual		
CPR / first-aid	Per certifying body (typically 2 yr)		
Concussion-protocol training	Annual		
Code of conduct re-signing	Annual		
SafeSport (if applicable)	Per program rules		

### How This Checklist Fits the Bigger Picture

This checklist covers **coach vetting**—one pillar of a five-pillar accountability framework for gym safety. The other four pillars are: a written reporting policy that students can actually find, student feedback systems that go beyond "tell me if anything's wrong," transparent communication with parents and adult students, and incident documentation that survives staff turnover.

The pillars are independent. You can put this checklist in place this week and build out the others on your own schedule. They reinforce each other most when all documentation lives inside the same member-management system with role-based access.

*Built for owners running martial arts and combat-sports schools. Adapt freely.*