

PORT EDWARDS PUBLIC SCHOOLS**Board of Education Policy****USE OF VOLUNTEER COACHES**

The Board recognizes that there are members of the community that have an interest in serving as volunteer assistants in district athletic programs. A "volunteer" is defined as a person from the community who contributes his/her services on a regular basis without salary, benefit or stipend compensation. No volunteer may be involved in a district athletic program without the appointment of the Athletic Director and building principal and final approval by the Board. Volunteer coaches shall serve at the pleasure of the district and may be removed from the position by the Board at any time.

Any request for a volunteer coaching position must be initiated by the head coach and reviewed by the athletic director and building principal. The volunteer will be selected by the athletic director in consultation with the coach, approved by the principal and recommended by the superintendent for approval by the Board of Education. It shall be the responsibility of the building principal to make sure that such individuals have been screened.

The safety and well-being of District students and staff is of paramount importance. Therefore, all volunteer coaches will be subject to a Wisconsin criminal background check. If the volunteer coach is found to have a conviction or pending charges, other than traffic violations, during the previous 36 months, the superintendent will review the record and the volunteer coach may be deemed ineligible to serve as a volunteer coach. Some convictions may prohibit volunteer service regardless of the timeframe. In making the final decision the superintendent may consider extenuating circumstances. Volunteer coaches may appeal a finding of ineligibility in writing to the Board of Education within ten (10) days of being notified of the ineligibility.

The volunteer will complete an application form and file the WIAA non-faculty coach application. Volunteers will be selected on the basis of their skills, knowledge of the activity, ability to work with students and coaching ability. Volunteer coaches are held to the same expectations, as outlined in the Athletic and Coaches Handbook, as contracted coaches. Volunteer coaches shall be expected to abide by all district policies, rules and regulations applicable to their particular volunteer assignment, as well as all Wisconsin Interscholastic Athletic Association (WIAA) and Central Wisconsin Conference (CWC) regulations/rules.

Adopted: 03/12/07
Reviewed:
Revised: 02/09/09

GUIDELINES FOR UTILIZATION OF VOLUNTEER COACHES**A. Relationship to Contracted Staff**

1. Volunteer coaches are to be assigned to help coaches provide better instructional services to student athletes.
2. Volunteer coaches are not assigned to relieve coaches of their responsibilities or to change the overall athlete-to-coach ratio.
3. Written assignments shall be established for all volunteer coaches defining their function and responsibilities. These assignments shall be established by the head coach with a copy provided to the Athletic Director and building principal.
4. Under no circumstances shall volunteer coaches be assigned any of the following responsibilities:
 - a. Prescribing disciplinary action relating to a student or students.
 - b. Excusing students from attendance or participation in any classroom or school-related activity.
 - c. Assuming the responsibility for a student or group of students.
 - d. Treating any injuries sustained by a student, though appropriate first aid may be applied.
2. Volunteer coaches shall receive all applicable handouts and information provided to paid coaches.
3. Volunteer coaches shall refer concerns regarding their position, responsibilities, student safety, etc., to the head coach, Athletic Director or building principal.

B. Recruitment/Selection

1. The head coach shall identify the need for volunteer(s). The Athletic Director shall approve or deny the head coach's request.
2. If approved, the head coach shall identify and recruit the volunteer(s). It is highly recommended that the volunteer not be a parent of an athlete on the team with which the volunteer works.
3. The Athletic Director and building principal shall interview the candidate(s). All volunteer coaches in the system shall be approved by the Athletic Director and building principal.
4. A letter of understanding shall be provided to and signed by the candidate selected. The following information shall be included in the letter.
 - a. Volunteers do not receive any compensation for services.
 - b. Volunteers are not covered for his/her own injuries by the school district's insurance.
 - c. Volunteers are covered by the district's liability insurance.

C. The Athletic Director shall provide copies of all applicable policies, regulations and handbooks to volunteer coaches. Volunteer Coaches shall sign a statement that he or she has received such documentation, understands the content, and agrees to abide by District policies and regulations.**D. Evaluation of Volunteer Coaches**

The head coach, Athletic Director and building principal shall evaluate the volunteer coach at the completion of the sport's season.

VOLUNTEER COACH APPLICATION

Completion of all items is required. Please print clearly.

Name _____

Date of Birth ____ / ____ / _____ Social Security Number ____ - ____ - ____ / ____ / ____ - ____ - ____

Address _____

Telephone _____
Home Work Cellular

Availability:

When are you available? _____

List any restrictions or conditions of your availability as a volunteer coach: _____

Are you WIAA certified? Yes No

Have you even been employed by the district? Yes No

If yes, when? _____

Have you ever been convicted or pled no contest to any offense or violation other than minor traffic violations? If yes, please list all felonies, misdemeanors, or municipal ordinance violations as well as all pending charges for such violations. Yes No

Educational Preparation:

High School _____ Year Graduated _____

Location _____

College/University _____ Year Graduated _____

Location _____

