

Volunteer Athletic Coaches

The Board of Education recognizes that community support and involvement is an integral part of the educational mission of the Highland School District. Therefore, the development of volunteer relationships is recommended and encouraged.

Volunteer coaches are subject to the regulations and procedures outlined below. A “volunteer” is defined as a non-employee who contributes his/her services on a regular basis without salary, benefit or stipend compensation from the school district.

A. Recruitment and Selection of Volunteer Coaches

1. The head coach, activity director and administrator will together determine whether or not the addition of a volunteer coach might be necessary and beneficial to a particular program.
2. If it is decided to seek volunteer coaches the selection process will be similar to the district’s hiring process. This process includes approval by the head coach, the activity director, the administrator and the school board.
 - a. Board approval must precede participation by the volunteer.
 - b. Volunteer coaches must comply with a background check.
 - c. Approved volunteer coaches will sign a co-curricular volunteer coach agreement.
 - d. Approved volunteer coaches must comply with the district’s code of ethics.
 - e. Approved volunteers will be required to have a TB test.
3. Prospective volunteer coaches should make their interest known to the head coach or activity director by submitting a letter of interest, resume of coaching experience, and completing a *Volunteer Coach Application*.
4. Candidates already under contract with the district in another sport and/or already approved as a volunteer coach in another sport would be considered vetted for another volunteer coaching assignment during that school year. He/she could then begin volunteering, with the approval of the principal, prior to Board approval if needed.

B. General Guidelines for Volunteer Coaches

The following guidelines will help ensure that volunteer coaches are informed of general expectations, adequately trained for the role and appropriately supervised.

1. Volunteer coaches may not serve as a club team coach in the same sport and in the school year during which s/he also serves as a volunteer coach to the school team.
2. Volunteer coaches must work under the direction of the head coach or a designated assistant.
3. It is expected that volunteer coaches will attend all meetings (i.e. training and rules interpretation meetings) as designated for a particular sport by the activity director.
4. Volunteer coaches at the high school level must complete an American Sport Education Program certification and first aid training within one year and prior to coaching during the second school year. Certification will be at volunteers own expense.
5. The effectiveness of volunteer coaches will be evaluated at least annually by the head coach and reviewed with the administrator and activities director.

6. Appropriate recognition for the volunteer coaches will be provided on a yearly basis and will be coordinated by the Activities Director.

C. Roles and Responsibilities of Professional and Volunteer Coaches

1. Volunteer coaches are to be assigned to support coaches' efforts to provide instructional services to student athletes.
2. Written assignments will be established for all volunteer coaches defining their function and responsibilities. These assignments will be established by the head coach with a copy provided to the activity director and the administrator.
3. Volunteer coaches will be under the direct supervision of a head coach who will be responsible for their direction.
4. The head coach remains responsible for the following activities:
 - a. Practice agenda
 - b. Directing and controlling the skill development process
 - c. Making reports to parents, guardians or school administrators w/r student athlete's growth & development
 - d. Prescribing disciplinary action relating to student/athlete
 - e. Excusing students from attendance or participation in any practice or activity
 - f. The supervision of student/athletes under his/her direction.
 - g. Treating or securing treatment of injuries sustained by a student/athlete
5. Volunteer coaches will receive all applicable handouts and information provided to paid coaches.
6. Volunteer coaches should refer concerns regarding their role and responsibilities, student safety etc. to the head coach, activity director or administrator.
7. The volunteer coach will not be assigned to work directly with students at any time other than when working directly with the coaching staff.

Adopted: March 10, 2010

Revised: January 23, 2013

Volunteer Coach Application

Completion of all items is required. Please print clearly.

Name _____

Address _____

Telephone # _____ (home) _____ (work)

Availability

When are you available? _____

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

Coaching Assignment(s) applied for: _____

Have you taken the ASEP certification course? _____

Have you ever been employed by the district? _____

If so, when? _____

Have you ever been convicted or plead no contest to any offense or violation other than minor traffic violations (include felonies, misdemeanors, or municipal ordinance violations)? ____ Yes ____ No
List all pending charges for such violations.

Educational Preparation

High School _____ City _____

Graduation Date _____

College/University _____

Location _____

Graduation Date _____ Major/Minor _____

Other, i.e., courses in First Aid, CPR, emergency, etc. _____

Sports Participation

High School	Years	Letters/Honors Won
_____	_____	_____
_____	_____	_____
_____	_____	_____

College/University	Years	Letters/Honors Won
_____	_____	_____
_____	_____	_____
_____	_____	_____

Related Experiences (Recreation, coaching, hobbies, interests, etc.)

My signature below indicates that I have completed this application accurately and truthfully, and have given my permission to the district to verify any and all information.

_____ Signature	_____ Date
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(Do NOT Write In This Space)

Assignment(s) _____

Effective Dates: From _____ To _____

 From _____ To _____

Signature of the approving activity director _____

Signature of the approving building principal _____

Signature of the approving superintendent _____

Date _____

VOLUNTEER COACH AGREEMENT

I, (print name) _____, understand and agree that my involvement with the _____ Team in the co-curricular program in the Highland School District is performed with and under the following conditions:

1. I waive payment of any salary or stipend for my services.
2. I waive any eligibility for any benefits for my services.
3. I will familiarize myself with and adhere to all co-curricular policies and procedures established by the school board and administration of the Highland School District.
4. In the performance of my duties as a volunteer, I shall not intentionally or wantonly cause injury or damage to person or property of said school district or of any participant, coaching staff, advisor or spectators involved in such co-curricular event.
5. My services as a volunteer shall be performed on the condition that I am covered by and included as an insured under all applicable liability insurance policies of the Highland School District.
6. Volunteers are not covered by Workers' Compensation.

Signature of Volunteer

Date

Signature of Activity Director

Date

Signature of Superintendent

Date