

SERIES 300
INSTRUCTION

GUIDELINES FOR UTILIZATION OF VOLUNTEER COACHES

Volunteer coaches are subject to all regulations and procedures outlined below. 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.

A. RELATIONSHIP TO PROFESSIONAL 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 teaching responsibilities nor 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 the Building Principal.
4. All volunteer coaches shall be under the direct supervision of a designated professional staff member who shall be responsible for their direction.
5. Under no circumstances shall volunteer coaches be assigned any of the following responsibilities:
 - a. Prescribing courses of study.
 - b. Directing and/or controlling the studies of students
 - c. Evaluating a student’s educational growth and development other than through informal communication with the supervising certified individual.
 - d. Making reports to parents, guardians or school administrators with respect to student’s educational growth and development.
 - e. Making reports to parents, guardians or school administrators with respect to the evaluation of professional staff.
 - f. Prescribing disciplinary action relating to a student or students
 - g. Excusing students from attendance or participation in any classroom or school-related activity.
 - h. Acting in any other capacity relating to instruction which has traditionally been delegated to professional staff members without the direct supervision of the supervising coach.

- i. Assuming the responsibility for a student or group of students
 - j. Treating any injuries sustained by a student, though appropriate First aid may be applied.
6. Volunteer Coaches shall receive all applicable handouts and information provided to paid coaches.
7. Volunteer coaches should refer concerns regarding their positions, responsibilities, student safety, etc. to the head coach, Athletic Director or the 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 Building Principal and the Athletic Director.
4. A letter of understanding shall be explained to and signed by the candidate selected.
 - a. Volunteers do not receive any compensation for services.
 - b. A volunteer is not covered for his/her own injuries by the school district insurance.
 - b. A volunteer is covered by the district's liability insurance.

C. 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.

APPROVED: October 24, 2001