

### VOLUNTEER ATHLETIC COACHES AND CO-CURRICULAR ACTIVITY ADVISORS/ASSISTANTS

#### 9181 VOLUNTEER ATHLETIC COACHES AND CO-CURRICULAR ACTIVITY ADVISORS/ASSISTANTS

The Board of Education recognizes the services of volunteer athletic coaches and co-curricular activity advisors/assistants bring unique skills to the district, enrich the athletic and co-curricular program, assist district coaching and co-curricular staff members in the performance of their duties, and enhance the relationship between the school district and the community. Therefore, the Board authorizes a program for the utilization of volunteer athletic coaches and co-curricular activity advisors/assistants in the district.

For the purposes of this Policy, “volunteer athletic coach and co-curricular activity advisor/assistant” is a person who is not paid by the Board of Education, assisting under the direct supervision of an appropriately certified or licensed school district employee, and provides assistance for the school activity.

The Principal or designee will be responsible for the recruitment and screening of volunteer athletic coaches and co-curricular activity advisors/assistants and their assignments. The district is not obligated to utilize the proffered services of a volunteer whose abilities or interests do not serve the needs of the school district as determined by the Superintendent.

These volunteers must be persons of known character, responsibility, and integrity and must be recommended by the Superintendent and approved by the Board of Education prior to assuming any responsibilities.

The Principal or designee will prepare and promulgate rules of conduct for volunteer athletic coaches and volunteer co-curricular activity advisors/assistants. Each volunteer athletic coach and co-curricular activity advisor/assistant will be given a copy of this Policy.

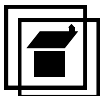
The following guidelines shall govern the service of a volunteer athletic coach and volunteer co-curricular activity advisor/assistant:

1. Volunteer athletic coaches and volunteer co-curricular activity advisors/assistants may serve only under the direction and immediate supervision of a head and/or assistant coach or activity advisor or assistant employed by the Board;



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2. Volunteer athletic coaches and volunteer co-curricular activity advisors/assistants must clearly understand their duties and responsibilities and perform no services outside those duties;
3. Volunteer athletic coaches and volunteer co-curricular activity advisors/assistants serve only in a support capacity and only head or assistant coaches or activity advisors or assistants employed by the Board are responsible for the supervision and instruction provided to pupils participating in athletic programs or co-curricular activities;
4. Volunteer athletic coaches and volunteer co-curricular activity advisors/assistants shall respect the individuality, dignity and worth of each pupil;
5. Volunteer athletic coaches and volunteer co-curricular activity advisors/assistants are not permitted access to pupil records;
6. Volunteer athletic coaches and volunteer co-curricular activity advisors/assistants must exercise discretion in disclosing any confidential pupil matters the coach or activity advisor or assistant employed by the Board becomes aware of as a result of their volunteer responsibilities;
7. Volunteer athletic coaches must consult with the Athletic Director or Principal regarding any matters or questions regarding their duties and responsibilities, will be required to participate in a coaching orientation, and may be required to attend first aid and CPR training;
8. Volunteer co-curricular activity advisors/assistants must consult with the Assistant Principal or Principal regarding any matters or questions regarding their duties and responsibilities;
9. Volunteer athletic coaches and co-curricular activity advisors/assistants shall receive no financial remuneration from the Board;
10. Volunteer athletic coaches and co-curricular activity advisors/assistants must not accept any remuneration that exceeds a total amount of \$500. Any volunteer athletic coach or co-curricular activity advisor/assistant whose position is funded by any individual(s), group or organization, with an amount that exceeds a total amount of \$500, will be considered an auxiliary athletic coach or co-curricular activity advisor/assistant, and



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payment will be made through the district Business Office. In no case should the amount paid to the auxiliary athletic coach or co-curricular activity advisor/assistant exceed the stipend of the lowest paid assistant coach or co-curricular activity advisor/assistant in the particular sport or activity;

11. Volunteer athletic coaches and volunteer co-curricular activity advisors/assistants may be immediately relieved of their volunteer responsibilities, with or without cause, by the Superintendent with such action to be recommended to the Board by the Superintendent at the next Board Meeting following relief of duties; and
12. To avoid any conflict of interest, volunteers will not be permitted to coach, to advise, or to supervise their children or immediate family members in any activity that is part of the educational program. Extraordinary circumstances may warrant exceptions, and these require the recommendation of the Superintendent and the approval of the Board of Education.

All school volunteer athletic coaches and co-curricular activity advisors/assistants must:

1. possess a New Jersey substitute teacher credential, teaching certificate, certificate of eligibility or certificate of eligibility with advanced standing;
2. obtain a criminal history record check to be reimbursed by the Board;
3. provide documentation that a Mantoux test has been administered.

N.J.S.A. 18A:6-7.1; 18A:6-7.2

Adopted: 1 October 2008  
Revised: 18 January 2012

