

St. Clair County Board of Education
Guidelines for Use of Volunteers in Extracurricular Activities

OVERVIEW

The St. Clair County Board of Education (SCCBOE) recognizes the potential benefits of volunteers that assist with extracurricular activities offered at the schools within our school system. These guidelines are presented as general operating procedures for parties involved with volunteer opportunities and are not considered exhaustive.

DEFINITION

Within the scope of these guidelines, a volunteer is defined as a non-employee of the SCCBOE who receives no compensation for his or her involvement with extracurricular activities and who is not compensated based upon any supplement or salary matrix of the SCCBOE.

SCOPE

These guidelines shall be applicable to all volunteers for extracurricular activities, including, but not limited to, athletics, cheerleading, band, band auxiliary, archery, and academic teams. Guidelines specifically associated with the Alabama High School Athletic Association (AHSAA) may only be applicable to volunteers assisting with athletic or cheerleading teams.

SUPERVISION

All volunteers shall be directly supervised by an employee of the SCCBOE and may not serve as a head coach or sponsor of any sport or extracurricular activity. Employees designated as head coaches or sponsors shall have final authority associated with the operations of the team.

RESPONSIBILITIES OF THE PRINCIPAL, HEAD COACH, DIRECTOR, AND SPONSOR

The principal of each local school where a volunteer seeks to participate in extracurricular activities shall be responsible for ensuring that all requirements contained within these guidelines are satisfied prior to the volunteer's participation. All documentation required to authorize a volunteer's participation in extracurricular activities shall be maintained by the principal. The principal, head coach, director, and sponsor of the sport or extracurricular activity for which the volunteer is assisting is responsible for ensuring that the volunteer remains in compliance with these guidelines. A volunteer's performance shall be reviewed each year, and a volunteer shall be required to satisfy the requirements of this policy on an annual basis.

VOLUNTEER RESPONSIBILITIES

The volunteer is responsible for willingly and freely complying with the Guidelines for Use of Volunteers in Extracurricular Activities. Failure to do so shall result in immediate revocation of volunteer opportunities.

REQUIREMENTS

Before a volunteer shall participate in any extracurricular activity, the volunteer shall satisfy the following requirements:

1. Complete a Volunteer Application (yearly)
2. Submit Proof of graduation from high school
3. Submit two (2) character references
4. Complete a satisfactory interview with a school administrator, central office administrator, or other system designee (yearly)
5. Receive a clear background check (yearly)
6. Submit a copy of valid Alabama driver's license (yearly)

7. Satisfy all AHSAA required items:
 - a. Fundamentals of Coaching/Coaching Principles online course completion
 - b. First Aid and Safety for Coaching online course completion
 - c. STAR Sportsmanship course completion
 - d. NFHS Concussion course completion
 - e. NFHS Heat Acclimatization course completion
 - f. Active CPR certification
8. Complete Volunteer Agreement (yearly)

Volunteer Coaching Agreement
St. Clair County Schools
For School Year _____ to _____

STATUS

This is an agreement for volunteer services between the St. Clair County Board of Education (SCCBOE) and the volunteer applicant listed below for the _____ School Year. The purpose of this agreement is to provide guidance to volunteers within the SCCBOE. Individuals who volunteer to assist in any capacity within the athletic programs of the SCCBOE and are not employees of the SCCBOE are termed “Volunteer Coaches” and will be held to the level of performance and accountability as outlined in this document. It is important for each person who pursues volunteer coaching opportunities to recognize that his/her service is at the discretion of the SCCBOE. Volunteer coaching opportunities may be extended or revoked at any time with or without cause at the discretion of the Head Coach, Principal, Athletic Director, Personnel Director, and/or Superintendent of the SCCBOE. This Agreement shall terminate at the end of the _____ School Year.

REQUIREMENTS

Before a volunteer shall participate in any extracurricular activity, the volunteer shall satisfy the following requirements:

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2. Submit Proof of graduation from high school
3. Submit two (2) character references
4. Complete a satisfactory interview with a school administrator, central office administrator, or other system designee (yearly)
5. Receive a clear background check (yearly)
6. Submit a copy of valid Alabama driver’s license
7. Satisfy all AHSAA required items:
 - a. Fundamentals of Coaching/Coaching Principles online course completion
 - b. First Aid and Safety for Coaching online course completion
 - c. STAR Sportsmanship course completion
 - d. NFHS Concussion course completion
 - e. NHFS Heat Acclimatization course completion
 - f. Active CPR certification
8. Complete Volunteer Agreement (yearly)

As a Volunteer Coach I understand and agree to the following (initial in the blank by each statement to indicate agreement):

- _____ 1. I shall adhere to the policies of the St. Clair County Board of Education and the Alabama High School Athletic Association as it relates to the sport I serve.
- _____ 2. I shall accept direction and supervision from the Principal, Athletic Director, Head Coach of the sport served, and other School District Administration.
- _____ 3. I shall maintain a professional relationship at all times with parents, students, players, and coaches.
- _____ 4. I shall follow appropriate confidentiality guidelines.
- _____ 5. I shall follow appropriate dress code.
- _____ 6. I shall not use any alcohol, tobacco, or controlled substances while on school grounds or at a school event or be under the influence of alcohol or controlled substances while on school grounds or at a school event.

- _____ 7. I shall refer any questions about students or issues with parents to the Head Coach or appropriate School Administrator.
- _____ 8. I shall act only in the extracurricular activity in which I have been applied and have been approved to participate by the St. Clair County Board of Education, and I shall not act as a volunteer in any other extracurricular activity, unless approved by the Board.
- _____ 9. I shall not receive any compensation or any form of remuneration from the St. Clair County Board of Education for my services.
- _____ 10. I am responsible for all medical or all other costs arising out of any bodily injury or property damage sustained by me in the performance of my duties.
- _____ 11. I shall promote fair play and good sportsmanship.
- _____ 12. I shall adhere to all local, state, and federal laws.
- _____ 13. I shall adhere to all policies and procedures of the St. Clair County Board of Education pertaining to extracurricular activities and my activities.
- _____ 14. I have freely decided to volunteer. The St. Clair County Board of Education has not forced or otherwise coerced me, either directly or indirectly, to offer my services as an athletic coach.
- _____ 15. As a volunteer coach, I understand and accept that I have no insurance coverage or any type whatsoever (*i.e.*, no liability, worker's compensation, property damage, etc.) from the St. Clair County Board of Education covering my activities and that I shall be solely responsible for any injuries or liability arising out of my activities.
- _____ 16. I agree to release, indemnify, and hold harmless the St. Clair County Board of Education, its agents, officers, employees and representatives, from any and all claims, demands, damages, actions, causes of action, or suits of any kind or nature whatsoever, including but not by way of limitation, all claims resulting from or arising out of my activities as a volunteer coach.

Name:

First

Middle

Last

Address:

Street

City

Zip

Contact Information:

Home Telephone

Cell Telephone

Email

Sport(s) for which the applicant will be volunteering:

Applicant Signature:

Head Coach/Athletic Director Signature:

Date

Principal Signature:

Date