

MONONA GROVE SCHOOL DISTRICT

Administrative Rule 535.2

GUIDELINES REGARDING VOLUNTEER COACHES

1. The qualifications for volunteer coaches shall be as follows:
 - a. A college degree is desired.
 - b. Must have a proven reputable background working with high school-age children.
 - c. Must have previous playing or coaching experience in the assigned sport.
 - d. Must complete the CNLT (Coaches Not Licensed to Teach) course prior to the start of the second sport season.
 - e. Candidates are subject to a background check.
 - f. Must meet any additional qualifications established by the district.
2. The use of volunteer coaches must be approved by the Activities Director before they participate in any practice or game.
3. Volunteer coaches shall report to the Activities Director and applicable head coach.
4. All volunteer coaches shall be under the direct supervision of a designated contracted coach who shall be responsible for their direction.
5. Volunteer coaches are to help coaches provide better instructional services to athletes. They shall not be assigned to relieve coaches of their coaching responsibilities nor to change the student-coach ratio.
6. Assignments shall be established for all volunteer coaches defining their function and responsibilities in each instance and shall be put into writing. Such written assignments shall be jointly established by the coach or coaches to whom the volunteer coaches are to be responsible and the Activities Director. Each of the above shall be provided with a copy of the assignments as established.

Under no circumstances shall volunteer coaches be assigned any of the following responsibilities:

- a. Conducting daily practices.
- b. Evaluating a student's educational growth and development other than through informal communication with the supervising coach.
- c. Making reports to parents/guardians or school administrators with respect to a student's educational growth and development.
- d. Making reports to parents/guardians or school administrators with respect to any teacher or other certified employee's competency, level of preparation, classroom discipline, working environment or any other aspect related to the evaluation of certified personnel.

- e. Prescribing disciplinary action relating to students.
 - f. Excusing students from attendance or participation in any classroom or school-related activity.
 - g. Driving the school van or bus.
7. Volunteer coaches shall not:
- a. Receive any compensation for services other than the stipend received from the school district.
 - b. Treat injuries sustained by students, though appropriate first aid may be applied.
 - c. Assume sole responsibility for a student or group of students.
8. The district shall provide training for volunteer coaches through in-service clinics and other programs directed by the head coach. Such clinics shall be developed jointly by the head coach and assistants.
9. The coaches and Activities Director shall periodically review and evaluate the utilization of volunteer coaches. Any recommendation for revision of the utilization of volunteer coaches shall be made to the Superintendent.
10. Volunteer coaches shall be as liable for their actions, the same as any citizen, relative to injuries, transportation of athletes, etc.
11. A signed copy of the volunteer contract shall be retained in the Activities Director's office.

APPROVED BY THE SUPERINTENDENT: February 13, 2002