

# POLICY GUIDE

COMMUNITY

9181/page 1 of 3

Volunteer Athletic Coaches and Co-Curricular  
Activity Advisors/Assistants

June 24

[See POLICY ALERT Nos. 195 and 233]

## 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 **Superintendent of Schools or designee** \_\_\_\_\_ will be responsible for the recruitment and screening of volunteer athletic coaches and co-curricular activity advisors/assistants and their assignment. 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 **Superintendent 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 **direct**



# POLICY GUIDE

~~immediate~~ supervision of **an appropriately certified or licensed** a head and/or assistant coach or activity advisor or assistant employed by the Board;

COMMUNITY

9181/page 2 of 3

Volunteer Athletic Coaches and Co-Curricular  
Activity Advisors/Assistants

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 students 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 student;
5. Volunteer athletic coaches and volunteer co-curricular activity advisors/assistants are not permitted access to student records;
6. Volunteer athletic coaches and volunteer co-curricular activity advisors/assistants must **not disclose** ~~exercise discretion in disclosing~~ any confidential student matters the **volunteer athletic coach** or **volunteer activity advisor/assistant** ~~or assistant employed by the Board~~ becomes aware of as a result of their volunteer responsibilities;
7. Volunteer athletic coaches **and volunteer co-curricular activity advisors/assistants shall** ~~must~~ consult with the **Superintendent or designee** \_\_\_\_\_ regarding any matters or questions regarding their duties and responsibilities;
- ~~8. Volunteer co-curricular activity advisors/assistants must consult with the \_\_\_\_\_ regarding any matters or questions regarding their duties and responsibilities;~~



# POLICY GUIDE

89. Volunteer athletic coaches and **volunteer** co-curricular activity advisors/assistants shall receive no financial remuneration from the Board; and

COMMUNITY  
9181/page 3 of 3  
Volunteer Athletic Coaches and Co-Curricular  
Activity Advisors/Assistants

910. 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 ~~m~~Meeting following relief of duties.

**Volunteer athletic coaches and volunteer co-curricular activity advisors/assistants will be screened for tuberculosis in accordance with the current New Jersey Department of Health Guidance for Tuberculosis (TB) Testing in New Jersey Schools.**

**Volunteer athletic coaches and volunteer co-curricular activity advisors/assistants will be required to participate in all mandated trainings required for their position and any other trainings as required by the Superintendent or designee.**

~~{Optional}~~

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

Choose one or more of the following:

- possess a New Jersey substitute teacher credential;
- obtain a criminal history record check to be reimbursed by the Board;
- sign a waiver for workers' compensation if required by the school district's insurance company; ~~and~~
- ~~be provide documentation that a Mantoux test has been administered; and~~
- ~~Other.~~



# POLICY GUIDE



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

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