

VOLUNTEER COACHES AND ACTIVITY ADVISORS/SUPERVISORS

Waunakee Community School District

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The following guidelines apply to the creation, selection, and implementation of volunteer roles where a community volunteer may serve as a volunteer coach or volunteer activity or club advisor/supervisor (including assistants).

1. Teachers, coaches, and activity advisors are not permitted to unilaterally create volunteer coaching or volunteer advisor positions (including assistants). Teachers, coaches, and activity advisors are also not permitted to unilaterally select, offer, or approve individuals to fill such volunteer positions. Instead, the creation of the role and the evaluation and selection of a volunteer to potentially fill the role shall be coordinated with the Athletic Director and/or Building Principal and follows the hiring process for coaching and advising positions as per the Human Resources practice.
2. Individuals interested in serving as a volunteer coach or volunteer activity advisor must submit any application materials that the District may require.
3. The District will conduct a personal interview of candidate(s) for a volunteer coaching or advising role.
4. The District will conduct a criminal background and personal reference check that is substantially similar to the background checks that the District conducts for applicants for employment.
5. Volunteer coaches and volunteer advisors may be required to complete specific orientation, training, or certification-related activities to the extent required by the Wisconsin Interscholastic Athletic Association (WIAA), or other applicable activity organization, and/or by the District.
6. The Athletic Director or an administrative-level designee will notify the individual, and, if applicable, the head coach or lead advisor of the applicable activity, when such individual has been approved as a District-authorized volunteer. The District may require the individual to satisfy other contingencies (such as returning a signed letter of appointment or other signed acknowledgements). The individual shall not commence service in the proposed volunteer role until such approval has been issued and any such contingencies have been satisfied.
7. An authorized volunteer coach or activity advisor/supervisor must adhere to all applicable District policies and procedures, exhibit professionalism and observe appropriate boundaries in all communications and interactions with students, and reasonably adhere to directives and expectations provided by the District and its authorized representatives.
8. The District's general policy regarding school volunteers applies in full force to a volunteer coach or volunteer activity advisor/supervisor.
9. If a volunteer is authorized to serve in an assistant role, the head coach or lead advisor and the Activities Director will meet to discuss and further define the boundaries of the assistant role. Issues that may be covered include authority to access the facilities, authority to conduct activities with students in the absence of the head coach/lead advisor, issuance and use of a District email account (if applicable), the appropriate process to use for addressing student conduct concerns, etc.

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Cross References:

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