



RIVER VALLEY SCHOOL DISTRICT

660 West Daley Street

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Spring Green, Wisconsin 53588

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Phone: 608-588-2551

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Hiring Co-Curricular Requirements of Coaches and Advisors – District Sponsored, District Affiliated, and Community Groups Using District Facilities

1. DISTRICT SPONSORED (hired by or appointed by the district)

a. Hired by the District (paid by the district):

River Valley School District may find it necessary to employ, on a part-time basis, coaches or ~~activity~~ advisors (see All Staff Employee Handbook Athletic and Activities Salary Schedules). Employment of coaches in sports governed by the WIAA shall be consistent with WIAA rules and guidelines.

Requirements:

- Possess appropriate qualifications and be interviewed
- A signed letter of appointment specifying the assignment and the stipend
- Verification that the district has conducted a satisfactory background check
- Completion of a Confidentiality Agreement and a Disclosure Statement (861 Exhibit 1)*

The District Administrator shall require that each person employed as a coach or ~~activity~~-advisor has the appropriate qualifications, has been properly interviewed, and signs an ~~co-curricular~~ appointment letter which specifies the assignment and the stipend associated with the assignment. Any such appointment may be terminated by the District Administrator for any reason that is not arbitrary or capricious. There must also be verification that the District, through appropriate State agencies or other applicable means, has conducted a satisfactory background check.

*** Non-staff must also complete a Confidentiality Agreement and a Disclosure Statement (861 Exhibit 1).**

Coaching/advisory duties accepted by a member of the teaching staff or administrative staff shall not be incorporated into the staff member's regular teaching or administrative contract. There shall be no guarantee or reasonable expectation that a coach/advisor will receive an offer to coach/advise in the same position the following school year. Compensation for coaching/advising duties shall be determined by the Board. Nonrenewal procedures are not applicable to coaching/advising assignments.

b. Appointed by the District as Volunteers (not paid by the district):

Volunteer Coaches / Advisors

As volunteer coaches are not paid employees of the District, it is necessary that Policy 861 School Volunteers be followed for volunteer coaches.

Requirements:

- Completion of a Confidentiality Agreement and a Disclosure Statement (861 Exhibit 1)
- A signed letter of appointment on an annual basis
- Verification that the district has conducted a satisfactory background check

1. Any individual who wishes to provide volunteer service to the district excluding current district employees

will need to complete a Confidentiality Agreement and a Disclosure Statement (861 Exhibit 1) with the understanding that a criminal background check will be completed on them. This includes all individuals who volunteer in the schools on a regular basis, and all volunteers who chaperone school sponsored field trips.

2. Volunteer coaches/advisors who provide services for ~~co-curricular~~ activities need to sign a letter of appointment on an annual basis and must be approved by the Activities Director.
3. **There must also be verification that the District, through appropriate State agencies or other applicable means, has conducted a satisfactory background check.** Background Checks/Consumer Reports on all volunteers will be repeated every 5 years or when deemed necessary.
4. Volunteers will be covered under the district's liability insurance policy while performing services authorized by the school principal or their direct supervisor (teacher, head coach, director, or head advisor).
5. Volunteers are expected to abide by the school district's regulations and rules when performing assigned responsibilities. Principals, teachers, coaches, advisors, and directors will provide the volunteer an introduction to and explanation about their roles and responsibilities. Principals, teachers, coaches, advisors, and directors will make the appropriate handbooks available to volunteers.

c. Non-Staff Coaches /Advisors

- 1) During the season, non-staff head coaches must meet with the activities director and/or as needed during the season.
- 2) Non-staff coaches must attend any and all athletic meetings and training sessions.
- 3) All non-staff head coaches must attend WIAA interpretation meetings or view on-line rules meetings if offered and take WIAA rules exams on-line. Assistants are strongly recommended to also attend or view meetings and take rule exams.

2. DISTRICT AFFILIATED (NOT hired by or appointed by the district)

These are coaches/advisors for groups that use "River Valley" in their name or the affiliation with River Valley is implied. (i.e. River Valley Trap Team, River Valley Equestrian Team, River Valley Youth Basketball Teams).

Requirements:

- Verification that the district has conducted a satisfactory background check
- Completion of Facilities Use Request Form (Policy 830 Exhibit 1)

These groups must submit a Facilities Use Request Form (Policy 830 Exhibit 1). Requests for use of school facilities shall be made through the respective school office in accordance with established procedures. Before approval can be given, there must be verification that the District, through appropriate State agencies or other applicable means, has conducted a satisfactory background check.

3. COMMUNITY GROUPS USING DISTRICT FACILITIES (NOT hired by or appointed by the district)

These are coaches/advisors for groups that use River Valley facilities. (i.e. Western Elite Volleyball Team)

Requirements:

- Completion of Facilities Use Request Form (Policy 830 Exhibit 1)

These groups must submit a Facilities Use Request Form (Policy 830 Exhibit 1). Requests for use of school facilities shall be made through the respective school office in accordance with established procedures.

CROSS REFERENCE: Policy 861 School Volunteers
Policy 861 Exhibit 1 Confidentiality Agreement and a Disclosure Statement
Policy 830 Exhibit 1 Facilities Use Request Form
Policy 511 Equal Opportunity Employment
All Staff Employee Handbook Athletic and Activities Salary Schedules

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