



# 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 Coaches and Advisors**

River Valley School District may find it necessary to employ, on a part-time basis, coaches or activity advisors. Employment of coaches in sports governed by the WIAA shall be consistent with WIAA rules and guidelines.

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 a 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.

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.

### 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:

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 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. 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.

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.

CROSS REFERENCE:        Policy 861 School Volunteers  
                                  Policy 511 Equal Opportunity Employment

APPROVED:                November 11, 1999  
REVISED:                 November 14, 2019  
APPROVED:                December 12, 2019  
REVISED:                 June 11, 2020  
APPROVED:                July 9, 2020