



VOLUNTEER COACHES

Volunteer Coaches cannot interact with students until they have completed processing.

1. **Interview process:** The Principal or designee must interview prospective volunteer coaches.
2. **Application process:**
 - a. The coach must complete the Application for Volunteer Assistant Coaching Position form, including the recommendation page, and the site must forward the completed document by fax or school mail to the Athletic office. Site must keep copy of the application on file.
 - b. The coach must also sign the Volunteer Coaching Information form (SB81002). The site is to keep the original form and provide a copy to the coach.
 - c. The coach must sign the Non-School Board Appointed Coach Memorandum of Understanding form. The site is to send the original form to the Personnel Records Department and provide a copy to the coach.

The Athletic office will review the application and take one of the following actions:

- a. Pre-approve the coach by sending the site a clearance form
- b. Refer the coach's application to Professional Standards to have the criminal history reviewed. Once a decision is rendered by Professional Standards, the Athletic office will be notified, and in turn, the Athletic office will notify the site.

Coaches are not to be sent to Fingerprinting until the site has received the clearance form from the Athletics office.

3. **Fingerprinting process:** Volunteer coaches **must be fingerprinted *prior to beginning work with student athletes***. The fingerprinting fee (money order payable to HCPS) will be borne by the volunteer. Fingerprinting will be valid for five consecutive **school years** from the date of fingerprinting.
4. **Clearance form:** **The clearance form will be stamped at Fingerprinting with the designation "Received" and a date (Example: 7/28/09)**. A copy of the form will be kept at Fingerprinting and the volunteer coach is to return the original to the site. The site will fax a copy to the Athletic office and keep a copy in the same school file with the application form and the information form. **The Principal or his/her designee is to notify the head coach of the start date for the volunteer coach.**

Once a volunteer has been cleared, the individual is eligible to work as a volunteer at other sites during the five-year period that their fingerprints are valid. Steps 1-3 must be followed by the site(s) appointing the individual as a volunteer