**Maysville Public School**

**VOLUNTEER OR LAY COACH POLICY**

Maysville Public Schools strives to provide quality extracurricular activities that will offer students the opportunity to develop academic and athletic skills, knowledge, and character. To achieve the goals of the extracurricular program, it may be necessary for the Maysville School District to utilize volunteer or lay coaches to assist with athletic programs.

The volunteer or lay coach must possess the qualities and attributes of model leadership and good moral character. He or she must display a positive and enthusiastic attitude and must keep the safety of student athletes paramount at all times.

The assignment of volunteer or lay coaches will be at the district’s discretion and will be based on the needs of the individual program as determined by the Director of Athletics who will make recommendations for assignments to the Superintendent of Schools. The Superintendent will present a list of assignments of volunteer or lay coaches to the Board of Education for approval at the beginning of each sport’s season. Upon approval of the assignments by the Board of Education, the volunteer or lay coach will enter into a Contract for Volunteer or Lay Coach with the Board of Education. Compensation for the volunteer or lay coach will be at the sole discretion of the Board of Education.

Volunteer or lay coaches must comply with all Policies and Procedures of Maysville Public Schools and all rules and regulations regarding lay or volunteer coaches outlined by the Oklahoma Secondary Schools Activities Association Policy which states:

*Schools may use volunteer lay coaches to assist in their athletic program(s). These lay coaches cannot be in the team or squad area during contests unless the schools certified coach(es) is present in the same area. Under no circumstances may a lay coach confer with game officials about interpretation of the rules. If a lay coach is ejected by a game official, he/she is not permitted to be with that team for the remainder of the year.*

The volunteer or lay coach must be supervised at all times by certified school personnel. The volunteer or lay coach will be under the supervision of the Director of Athletics and the direct supervision of the head coach of the sport to which the volunteer or lay coach is assigned. The volunteer or lay coach will report daily to the head coach and will assist the program by completing duties and responsibilities as directed by the head coach.

The Maysville School District reserves the right to terminate the assignment of the volunteer or lay coach and the Contract for Volunteer or Lay Coach at any time without prior notice or cause.

**Procedures for Assignment of Volunteer or Lay Coaches**

**At the beginning of each season**, the head coach of each sport who desires to utilize a volunteer or lay coach will submit to the Director of Athletics a Request for Volunteer or Lay Coach.

The applicant identified by the head coach will complete and submit to the Director of Athletics an Application for Volunteer Coaching Position.

After approval of the request by the Director of Athletics, the applicant will be interviewed by the Director of Athletics and the High School Principal.

Upon successful completion of the interview process, the applicant will submit to a Criminal Background Check.

The Director of Athletics will review the Background Check report and submit a list of recommended volunteer or lay coaches to the Superintendent of Schools for approval.

The Superintendent will present the approved list of volunteer and lay coaches to the Board of Education

The Board of Education will have final approval of the assignment of volunteer and lay coaches.

**REQUEST FOR VOLUNTEER / LAY COACH**

Date: \_\_\_\_\_\_\_

Head Coach: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Program requesting assistance: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Statement of Need:

Name of person being requested:

Describe the qualities the person being requested possesses that will benefit the program.

**MAYSVILLE PUBLIC SCHOOLS**

**Application for Volunteer / Lay Coaching Position**

Application Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sport \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Boys/Girls \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Personal Information**

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Phone ( ) \_\_\_\_\_\_\_\_\_\_\_ Work Phone ( ) \_\_\_\_\_\_\_\_\_\_\_\_

**Education**

High School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

High School Graduate or GED \_\_\_\_\_\_\_\_\_\_\_ Year Graduated \_\_\_\_\_\_\_\_\_\_\_

List all college or trade schools attended:

School(s) Attended Years Program of Study

\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Athletic Playing Experience**

High School \_\_\_\_\_\_\_\_\_\_\_\_\_\_School Size \_\_\_\_\_ Years attended \_\_\_\_\_\_\_\_\_\_\_\_

Sport (s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

College \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Years attended \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sport (s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Additional Playing Experience \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Athletic Coaching Experience**

Sport Age Level Responsibility

\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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List experiences working with young people:

How do you view your role as a volunteer coach:

**References**

List three references who would have insight into your ability to work with young people.

Name Address Phone Number

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ( )\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ( )\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ( )\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**MAYSVILLE SCHOOL DISTRICT**

**NON-EXEMPT SUPPORT EMPLOYEE VOLUNTEER CONTRACT**

This Volunteer Contract is made by and between Independent School District No. 7 of Garvin County, Oklahoma, Maysville Public School and\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Volunteer) for the 20\_\_\_\_- 20\_\_\_\_ school year.

RECITALS:

Volunteer is a non-exempt, support employee for the School District.

School District desires that Volunteer provide volunteer services in School District’s schools for the current fiscal year only, in the position(s) of \_\_\_\_\_\_\_\_\_\_\_\_\_.

Volunteer desires to serve as a volunteer under the terms of this contract.

**NOW, THEREFORE,** in consideration of the mutual covenants and agreements herein contained and intending to be legally bound, the School District and Volunteer agree as follows:

**Services of Volunteer.** Volunteer wishes to perform volunteer services in School District’s school system. Volunteer acknowledges and states that providing these duties is completely voluntary, offered freely without coercion, direct or implied, from the School District, and that Volunteer’s non-exempt, support position with the School District is not contingent upon or tied to providing these volunteer services. Volunteer further acknowledges and states that Volunteer’s desire to perform the volunteer services for the School District is motivated by civic, charitable or humanitarian reasons. Volunteer agrees, understands and recognizes that in performing the services, Volunteer is not performing the same type of services that Volunteer is employed to perform in the Volunteer’s non-exempt, support position for the School District.

**Duties.** Volunteer agrees that Volunteer is familiar with the duties Volunteer is to assume as a Volunteer in School District’s school system and agrees to perform those duties as assigned from time to time to Volunteer.

**Nominal Compensation.** For all services performed under this Volunteer Contract, Volunteer will receive a nominal flat stipend covering the personal costs and services as a volunteer to the District for the term of this contract in the amount of $ \_\_\_\_\_\_ , less all lawful withholdings. The nominal flat stipend will be paid to Volunteer in accordance with appropriate payroll practices, less lawful withholdings at the completion of this contract.

**Term.** If not terminated earlier, the term of this Volunteer Contract will automatically expire at the end of the school year for which this agreement is made. Renewal of the employee’s support contract shall not automatically renew this Volunteer Contract. **This Volunteer Contract may only be renewed for the next school year if Volunteer and District enter into a new Volunteer Contract for the next school year.**

BY SIGNING THIS VOLUNTEER CONTRACT, THE PARTIES ACKNOWLEDGE AND AGREE TO THE FOLLOWING: A) THIS CONTRACT DOES NOT CREATE ANY PROPERTY INTEREST OF ANY KIND OR AT ANYTIME; B) THIS CONTRACT DOES NOT CREATE ANY RIGHT TO A DUE PROCESS HEARING OF ANY KIND OR AT ANYTIME; C) THIS CONTRACT AND THE CORRESPONDING NOMINAL COMPENSATION UNDER THIS CONTRACT MAY BE TERMINATED BY THE SCHOOL DISTRICT AT ANY TIME WITH OR WITHOUT CAUSE, IT BEING SPECIFICALLY AGREED AND UNDERSTOOD THAT THIS CONTRACT IS A CONTRACT AT WILL; AND D) IN THE EVENT THIS CONTRACT IS TERMINATED, VOLUNTEER’S NOMINAL COMPENSATION FOR THE CONTRACT SHALL ALSO IMMEDIATELY TERMINATE.

**Rules and Regulations.** All rules and regulations of School District pertaining to its employees are incorporated herein by reference, except that if the provisions of this contract are contrary to any of the rules and regulations, the provisions of this contract shall control and be prevailing.

**Miscellaneous.** This contract represents the entire understanding between the parties concerning the subject matter hereof and may be modified only by the mutual written agreement of the parties. This being a contract for personal services, Volunteer may not assign this contract or the nominal stipend to be received by Volunteer under this contract. School District has not made any promises or representations to Volunteer beyond the items specifically stated in this contract.

Executed this \_\_\_\_\_day of \_\_\_\_\_\_\_\_\_ , 20 .

Volunteer Coach

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Independent School District No. 7 of Garvin County, Oklahoma

President of the Board of Education

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ATTEST:

Clerk of the Board of Education