

# Policy

## Egg Harbor Township Board of Education

### 9000 Administration

#### 9180 Extra- Curricular/Co-Curricular Activity Volunteer Policy

The Board of Education recognizes the services of extra-curricular activity volunteers who as volunteer assistant coaches and volunteer co-curricular activity advisors/assistants bring unique skills to the district, enrich the athletic and co-curricular program, assist district coaching and co-curricular staff members in the performance of their duties, and enhance the relationship between the school district and the community. The Board directs a program for the utilization of volunteer athletic coaches and volunteer co-curricular activity advisors/assistants in the District.

For the purpose of this policy only, “volunteer athletic coach and co-curricular activity advisor/assistant” is a person who is not paid by the Board of Education for their services as a volunteer, assisting under the direct supervision of an appropriately certified or licensed school district employee, and provides assistance for the school extra-curricular/co-curricular activity.

The Superintendent or his/her designee will be responsible for the recruitment and screening of volunteer athletic coaches and volunteer co-curricular activity advisors/assistants and their assignment. The Board is not obligated to utilize the proffered services of a volunteer whose abilities or interests do not serve the needs of the school district as determined by the Superintendent.

These volunteers must be persons of known character, responsibility, and integrity and must be recommended by the Superintendent and approved by the Board of Education prior to assuming any volunteer responsibilities.

The Superintendent or his/her designee shall prepare and promulgate rules of conduct for volunteer athletic coaches and volunteer co-curricular activity advisors/assistants. Each volunteer athletic coach and volunteer co-curricular activity advisor/assistant will be given a copy of this Policy.

The following guidelines shall govern the services of a volunteer athletic coach and volunteer co-curricular activity advisor/assistant:

1. Volunteer athletic coaches and volunteer co-curricular activity advisors/assistants may serve only under the direction and immediate supervision of a certificated head and/or assistant coach, head activity advisor or other administrator.
2. Volunteer athletic coaches and volunteer co-curricular activity advisors/assistants must clearly understand their duties and responsibilities as well as the Board’s policies and regulations and perform no services outside those duties.

3. Volunteer athletic coaches and volunteer co-curricular activity advisors/assistants serve only in support capacity and only head or assistant coaches or activity advisors or assistants or administrators employed by the Board are responsible for the supervision and instruction provided to pupils participating in athletic programs or co-curricular activities. For the purposes of this Policy, "pupil" includes all students enrolled in a school in this district, as well as homeschooled pupils meeting all eligibility requirements for participation in an extra-curricular sport. The Superintendent or his/her designee shall ensure that the appropriate number of certificated staff members are supervising the pupils engaged in the extra-curricular/co-curricular activity.
4. Volunteer athletic coaches and volunteer co-curricular activity advisors/assistants shall respect the individuality, dignity and worth of each pupil.
5. Volunteer athletic coaches and volunteer co-curricular activity advisors/assistants are not permitted access to pupil records.
6. Volunteer athletic coaches and volunteer co-curricular activity advisors/assistants must exercise discretion in disclosing any confidential pupil matters the coach or activity advisor or assistant employed by the Board becomes aware of as a result of their volunteer responsibilities.
7. Volunteer athletic coaches and volunteer co-curricular activity advisors/assistants must consult with the Principal or Athletic Director regarding any matters or questions regarding their duties and responsibilities.
8. Volunteer athletic coaches and volunteer co-curricular activity advisors/assistants are volunteers and should receive no financial remuneration for their volunteer services.
9. At the recommendation of the coach/advisor and according to statute, volunteer athletic coaches and volunteer co-curricular activity advisors/assistants who have regular and routine contact with pupils must have completed a satisfactory criminal background check, including a fingerprint test at volunteer's expense, for which the Board will reimburse with proper documentation.
10. All volunteer athletic coaches and volunteer co-curricular activity advisors/assistants must complete the Board's anti-bullying course before the particular season that they will be volunteers.
11. Volunteer athletic coaches and volunteer co-curricular activity advisors/assistants may not directly supervise pupils as they are transported to and from practices and/or all games or events in the absence of a head and/or assistant coach/advisor employed by the Board.
12. Volunteer athletic coaches and volunteer co-curricular activity advisors/assistants may be immediately relieved of their volunteer responsibilities, with or without cause, by the Superintendent with such action to be recommended to the Board by the Superintendent at the next Board Meeting following relief of duties.

N.J.S.A. 18A:6-7.1 & 7.2 et seq.  
N.J.S.A. 18A:6-4.14 et seq.

Adopted: 10/22/2002  
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