

# POLICY

**PATERSON  
BOARD OF EDUCATION**

COMMUNITY  
9181/Page 1 of 4  
Volunteer Athletic Coaches and Co-Curricular  
Activity Advisors/Assistants

9181 VOLUNTEER ATHLETIC COACHES AND CO-CURRICULAR  
ACTIVITY ADVISORS/ASSISTANTS

The Board of Education recognizes the services of volunteer athletic coaches and 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. Therefore, the Board authorizes a program for the utilization of volunteer athletic coaches and co-curricular activity advisors/assistants in the district.

For the purposes of this Policy, "volunteer athletic coach and co-curricular activity advisor/assistant" is a person who is not paid by the Board of Education, assisting under the direct supervision of an appropriately certified or licensed school district employee, and provides assistance for the school activity.

The Athletic Director will be responsible for the recruitment and screening of volunteer athletic coaches and co-curricular activity advisors/assistants and their assignment. The district 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 approved by the Superintendent or his/her designee prior to assuming any responsibilities.

The Athletic Director will prepare and promulgate rules of conduct for volunteer athletic coaches and volunteer co-curricular activity advisors/assistants. Each volunteer athletic coach and co-curricular activity advisor/assistant will be given



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# POLICY

**PATERSON  
BOARD OF EDUCATION**

COMMUNITY  
9181/Page 2 of 4  
Volunteer Athletic Coaches and Co-Curricular  
Activity Advisors/Assistants

a copy of this Policy.

The following guidelines shall govern the service 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 head and/or assistant coach or activity advisor or assistant employed by the Board;
2. Volunteer athletic coaches and volunteer co-curricular activity advisors/assistants must clearly understand their duties and responsibilities and perform no services outside those duties;
3. Volunteer athletic coaches and volunteer co-curricular activity advisors/assistants serve only in a support capacity and only head or assistant coaches or activity advisors or assistants employed by the Board are responsible for the supervision and instruction provided to pupils participating in athletic programs or co-curricular activities;
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



# POLICY

## PATERSON BOARD OF EDUCATION

COMMUNITY  
9181/Page 3 of 4  
Volunteer Athletic Coaches and Co-Curricular  
Activity Advisors/Assistants

becomes aware of as a result of their volunteer responsibilities;

7. Volunteer athletic coaches must consult with the Athletic Director regarding any matters or questions regarding their duties and responsibilities;
8. Volunteer co-curricular activity advisors/assistants must consult with the Athletic Director regarding any matters or questions regarding their duties and responsibilities;
9. Volunteer athletic coaches and co-curricular activity advisors/assistants shall receive no financial remuneration from the Board; and
10. 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.

All regular school volunteer athletic coaches and co-curricular activity advisors/assistants must:

- obtain a criminal history record check;
- the criminal history record check shall be reimbursed by the Board, after serving a minimum of 60 hours of volunteer service;
- sign a waiver for workers' compensation if required by the school district's insurance company;



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# POLICY

**PATERSON  
BOARD OF EDUCATION**

COMMUNITY  
9181/Page 4 of 4  
Volunteer Athletic Coaches and Co-Curricular  
Activity Advisors/Assistants

- provide documentation that a Mantoux test has been administered.

N.J.S.A. 18A:6-7.1; 18A:6-7.2

Adopted: 31 October 2002  
Revised: 07 November 2005  
Revised: 10 April 2013

