

St. Clair County Board of Education
Guidelines for Use of Volunteers in Extracurricular Activities

OVERVIEW

The St. Clair County Board of Education (SCCBOE) recognizes the potential benefits of volunteers that assist with extracurricular activities offered at the schools within our school system. These guidelines are presented as general operating procedures for parties involved with volunteer opportunities and are not considered exhaustive.

DEFINITION

Within the scope of these guidelines, a volunteer is defined as a non-employee of the SCCBOE who receives no compensation for his or her involvement with extracurricular activities and who is not compensated based upon any supplement or salary matrix of the SCCBOE.

SCOPE

These guidelines shall be applicable to all volunteers for extracurricular activities, including, but not limited to, athletics, cheerleading, band, band auxiliary, archery, and academic teams. Guidelines specifically associated with the Alabama High School Athletic Association (AHSAA) may only be applicable to volunteers assisting with athletic or cheerleading teams.

SUPERVISION

All volunteers shall be directly supervised by an employee of the SCCBOE and may not serve as a head coach or sponsor of any sport or extracurricular activity. Employees designated as head coaches or sponsors shall have final authority associated with the operations of the team.

RESPONSIBILITIES OF THE PRINCIPAL, HEAD COACH, DIRECTOR, AND SPONSOR

The principal of each local school where a volunteer seeks to participate in extracurricular activities shall be responsible for ensuring that all requirements contained within these guidelines are satisfied prior to the volunteer's participation. All documentation required to authorize a volunteer's participation in extracurricular activities shall be maintained by the principal. The principal, head coach, director, and sponsor of the sport or extracurricular activity for which the volunteer is assisting is responsible for ensuring that the volunteer remains in compliance with these guidelines. A volunteer's performance shall be reviewed each year, and a volunteer shall be required to satisfy the requirements of this policy on an annual basis.

VOLUNTEER RESPONSIBILITIES

The volunteer is responsible for willingly and freely complying with the Guidelines for Use of Volunteers in Extracurricular Activities. Failure to do so shall result in immediate revocation of volunteer opportunities.

REQUIREMENTS

Before a volunteer shall participate in any extracurricular activity, the volunteer shall satisfy the following requirements:

1. Complete a Volunteer Application (yearly)
2. Submit two (2) character references
3. Complete a satisfactory interview with a school administrator, central office administrator, or other system designee (yearly)
4. Receive a clear background check (yearly)
5. Submit a copy of valid Alabama driver's license (yearly)

7. Satisfy all AHSAA required items:
 - a. Fundamentals of Coaching/Coaching Principles online course completion
 - b. First Aid and Safety for Coaching online course completion
 - c. STAR Sportsmanship course completion
 - d. NFHS Concussion course completion
 - e. NFHS Heat Acclimatization course completion
 - f. Active CPR certification
8. Complete Volunteer Agreement (yearly)