

## Instruction

### Volunteer Coaching Policy

The Paxton-Buckley-Loda School District recognizes that the need to appoint volunteer coaches may arise due to many factors. Volunteer coaches in the PBL District are subject to the following procedures and requirements.

### Procedures For Volunteer Appointment

1. The name of the possible volunteer coach shall be submitted to the Building Athletic Director and Building Principal along with a letter stating the need and duties for the volunteer coach, written by the Head Coach.

#### **Deadline for applications:**

<b>Fall Sports:</b>	<b>July PBL Board of Education Meeting</b>
<b>Winter Sports:</b>	<b>October PBL Board of Education Meeting</b>
<b>Spring Sports:</b>	<b>January PBL Board of Education Meeting</b>

2. The applicant shall fill out the attached application and submit it with the letter from the Head Coach.
3. The applicant shall be interviewed by the Athletic Director, Principal and Head Coach.
4. A recommendation may be made by the Athletic Director and the Building Principal to the Superintendent and the Board of Education.
5. The Board of Education shall have the final approval of any volunteer coach.
6. Any volunteer coach appointed shall be an assistant coach only. The volunteer coach shall never be directly responsible for the supervision of students at practice, on buses or at games unless a PBL staff member is present.
7. The volunteer coach's position will be for that sport season in the current school year only.
8. Volunteer coaches may be dismissed at any time by the Administration.

**Requirements**

1. The volunteer coach must meet the following requirements:
  - Be a certified teacher, or
  - Hold a valid substitute certificate, or
  - Have successfully completed the ACEP course, and
  - Meet any requirements of the IHSA and the IESA, and
  - Be at least 18 years old and not in High School
  - Be AED certified
2. Volunteer coaches shall be subject to background checks. Any criminal record could be cause for rejection.
3. Complete the attached application.
4. Meet any other requirement of the Board of Education.

**Instruction**

**Volunteer Coaching Application**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_

\_\_\_\_\_  
Signature of the Applicant

\_\_\_\_\_  
Date