**VOLUNTEER COACHES**
**GENERAL OVERVIEW***

1. **Interview process:** The Principal or designee must interview prospective volunteer coaches.

2. **Application process:**
   a. The coach must complete the Application for Volunteer Assistant Coaching Position form, including the recommendation page, and the site must forward the completed document by fax or school mail to the Athletic office. Site must keep copy of the application on file.
   b. The coach must also sign the Volunteer Coaching Information form (SB81002). The site is to keep the original form and provide a copy to the coach.
   c. The coach must sign the Non-School Board Appointed Coach Memorandum of Understanding form. The site is to send the original form to the Personnel Records Department and provide a copy to the coach.

   The Athletic office will review the application and take one of the following actions:
   a. Pre-approve the coach by sending the site a clearance form
   b. Refer the coach’s application to Professional Standards to have the criminal history reviewed. Once a decision is rendered by Professional Standards, the Athletic office will be notified, and in turn, the Athletic office will notify the site.

   **Coaches are not to be sent to Fingerprinting until the site has received the clearance form from the Athletics office.**

3. **Fingerprinting process:** Volunteer coaches must be fingerprinted prior to beginning work with student athletes. The fingerprinting fee (by credit card or money order) will be borne by the volunteer. Fingerprinting will be valid for three consecutive school years from the date of fingerprinting. Online registration must be completed prior to reporting to ISC for fingerprinting, this information will be provided once your application has been cleared by Athletics.

4. **Clearance form:** The clearance form will be stamped at Fingerprinting with the designation "Received" and a date (Example: 7/28/09). A copy of the form will be kept at Fingerprinting and the volunteer coach is to return the original to the site. The site will fax a copy to the Athletic office and keep a copy in the same school file with the application form and the information form. **The Principal or his/her designee is to notify the head coach of the start date for the volunteer coach.**

Once a volunteer has been cleared, the individual is eligible to work as a volunteer at other sites during the three-year period that their fingerprints are valid. Steps 1-3 must be followed by the site(s) appointing the individual as a volunteer

* This material is for general information only and may not reflect recent updates or contain all district policy and procedures.
VOLUNTEER ASSISTANT COACHING PACKET

All volunteer coaches must annually complete this packet and ensure contact numbers and emergency information is kept current during the school year. Non-disclosure of all information may result in denial of application.

Once completely filled out, signed by the volunteer coach, supervising head coach and school administration, please forward the entire packet to the Athletics Dept. Velasco, Rt. 7, attn: Belinda Nessmith. Keep a copy at your site. The original will be returned to you with directions for further processing, or approval to begin coaching.

Fingerprinting for volunteer coaches is good for three (3) school years. If fingerprinting is needed, the original packet should be sent with the coach to fingerprinting office at the ISC Building, 2920 North 40th St., Tampa, FL. They must return the packet to the school site with the appropriate stamp indicating the process has been completed.

Please keep the original and stamped applications on file at your site for a minimum of 5 years.

CHECKLIST:

1. Completed application including recommendation and Standards and Procedures
2. Head coach signature
3. School administration signature
4. Submitted to Athletics Office for preliminary check
5. Fingerprinting/complete process as directed by Athletics Office
6. All originals returned to site with appropriate stamps/signatures
7. Notify head coach and applicant that they may begin coaching
APPLICATION FOR VOLUNTEER ASSISTANT COACHING POSITION

* AN EQUAL OPPORTUNITY EMPLOYER *

School District of Hillsborough County workplaces are drug-free. Representatives of the district are prohibited from engaging in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance. Violation of the prohibition shall result in appropriate disciplinary action, up to and including termination.

PERSONAL - PLEASE NOTIFY US OF ANY ADDRESS, TELEPHONE, OR NAME CHANGES.

Name ______________________________ School ______________________________
last first mi

Address ______________________________ Sport ______________________________
street city state zip

Telephone ______________________________ Date of Birth ______________________________

Sex ______________________________ Citizen of U.S? Yes ☐ No ☐

In Case of Emergency, contact: ______________________________ Telephone ______________________________

RECENT OCCUPATIONAL EXPERIENCES

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<tr>
<th>From (Month/Year)</th>
<th>To (Month/Year)</th>
<th>Name and Address of Employer</th>
<th>Occupation</th>
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Have you ever been an employee of Hillsborough County Public Schools in any job? Yes ☐ No ☐
If yes, under what name? ________________________________________________________________

Have you ever served as a volunteer for Hillsborough County Public Schools? Yes ☐ No ☐
If yes, dates of service? ________________________________________________________________

CRIMINAL RECORD INFORMATION - ALL APPLICANTS PLEASE READ VERY CAREFULLY.

ATTENTION: Under provisions in Florida Statutes 943.0585 and 943.059, the entire arrest record is revealed to school districts by the Florida Department of Law Enforcement and the FBI when fingerprints are supplied, including "sealed records" and "expunged" records. Therefore, you are required to reveal such information on this application.

Be aware that falsification of records includes omission of information and constitutes grounds for ineligibility. Conviction of a crime will not necessarily be a bar to consideration. Factors such as age at the time of the offense, type of offense, remoteness of the offense in time and rehabilitation will be taken into account in determining effect on suitability for service.

1) Have you ever been arrested or charged for a criminal offense other than a minor traffic violation? (DUI is NOT considered a minor traffic violation.) Yes ☐ No ☐

2) Is there any criminal charge now pending against you other than a minor traffic violation? (DUI is NOT considered a minor traffic violation.) Yes ☐ No ☐

3) Are you currently on probation or currently under any imposed requirements for charges other than a minor traffic violation? (DUI is NOT considered a minor traffic violation.) Yes ☐ No ☐
If YES to any of the above, give details below.

<table>
<thead>
<tr>
<th>Date</th>
<th>Location of Charge(s)</th>
<th>Nature of Charge(s)</th>
<th>Disposition of Charge(s)</th>
<th>Is the record sealed?</th>
<th>Is the record expunged?</th>
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PLEASE NOTE: The application of any person with a criminal history requires review and approval to determine eligibility for employment. If you have a criminal history, your application will be held in a pending file until the review process is complete.

For each criminal charge listed, provide a narrative account of the circumstances leading to the charge. (You may attach additional pages.) Include in this statement,

- the level of the charge (felony or misdemeanor),
- the resolution of the charge, and
- the conditions imposed upon you as a result of the charge.

Depending on the nature and outcome of the charges described below, you also may be requested to secure and provide a copy of the arresting agency’s report, verification of the court’s ruling, and documentation of successful completion of imposed conditions.

I certify that the answers given by me to the foregoing questions and statements are true and correct without any falsifications, omissions, or misleading statements of any kind whatsoever. I agree that the School District of Hillsborough County shall not be held liable in any respect if I am not used as a volunteer or if my services are terminated because of false or misleading statements or answers or omissions made by me in this application.

DATE __________________________ SIGNATURE OF APPLICANT
RECOMMENDATION FOR VOLUNTEER ASSISTANT COACHING POSITION

I, ____________________________, release any individual providing a reference to the School District of Hillsborough County from any liability relating to disclosure of my performance. I further acknowledge that a copy of this document is as valid as the original.

Signature ___________________________________________ Date ____________________________

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<th>Excellent</th>
<th>Good</th>
<th>Average</th>
<th>Fair</th>
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<td>English Usage</td>
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<td>Cooperation and Dependability</td>
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<td>Discipline</td>
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<td>Motivation to “Go the Extra Mile”</td>
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<tr>
<td>Overall Success at Your Business</td>
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Comment if you wish to provide additional information regarding the ability, performance, and/or attitude of this applicant.

__________________________________________________________________________

In what capacity have you known this applicant? ________________________________________

Was this person terminated (fired) from his/her employment/relationship with you? ______________

Did this person resign in lieu of discharge from your employment/relationship? ______________

Did you enter into any agreement with this person subject to references? ______________

Would you employ (re-employ) this person? __________________________________________

__________________________________________________________________________

_____________________________  ________________________________  ______________
Printed Name                  Title                                  Phone                          Date
The school, administration, coaches, and volunteers shall adhere to Florida High School Athletic Association Bylaws Policy 10.1 Qualifications of Coaches:

Under **10.1 Qualifications of Coaches**

**10.1.1** An individual who serves as a head coach and/or assistant coach at a member school in any sport that is recognized or sanctioned by the Association shall be either:

(C) A volunteer who is approved to serve as a coach by the district school board for a member public school, the governing body for a member nonpublic school, or the cooperative board of directors for a member home school cooperative; provided the individual signs and files with the principal of the member school an agreement to abide by the bylaws, regulations, policies and procedures of the Association.

This provision shall not relieve any public school from its obligations pursuant to Florida Statutes, Department of Education regulations or district school board policy.¹

1. The Principal shall adopt a procedure for assuring that each volunteer coaching aide who at anytime is expected to assume coaching responsibilities of student-athletes possess a clear understanding of state and district rules, policies, and regulations relevant to coaching responsibilities.

2. It is the responsibility of the head coach to ascertain before a volunteer coaching aide is assigned duties requiring knowledge of rules, regulations, or policies of a special nature that the volunteer coaching aide possesses the necessary knowledge to perform such duties in a proper and reasonable manner.

3. The Principal shall adopt a procedure for assuring that each volunteer coaching aide who at anytime is expected to assume coaching responsibilities of the head coach in promoting student-athlete learning, possesses a clear understanding of instructional practices and procedures relevant to assigned responsibilities. When a volunteer coaching aide is assigned duties requiring knowledge of instructional practices of a specialized nature, it is the responsibility of the head coach to ascertain in advance that the volunteer possesses the necessary knowledge.

4. Volunteer coaches who have not assisted before shall be supervised in all assignments so as to provide immediate assistance to the aide at anytime the aide is working directly with students. The length of the supervised practices may vary depending upon the capability and prior experience of the volunteer coaching aide.

5. Volunteer coaches shall not be assigned or shall not assume any disciplinary responsibility.

6. Volunteer coaches shall not
   a. Establish instructional objectives
   b. Make decisions regarding the appropriateness of certain teaching materials for accomplishing objectives
   c. Make decisions regarding the relevancy of certain activities or procedures to the attainment of objectives.

7. The head coach is responsible to the Principal or Principal's designee for a continued evaluation of the volunteer coaching aide.

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¹ Items (A) and (B) do not apply to volunteer coaches and have been left off this document. To review items (A) and (B), refer to the FHSAA Handbook.
8. Volunteer coaches must be fingerprinted prior to beginning work with student-athletes. The cost of fingerprinting will be borne by the volunteer. Fingerprinting will be valid for three consecutive school years from the date of fingerprinting.

9. Volunteer coaches may be terminated at any time at the discretion of the principal without cause.

The individuals whose names appear below acknowledge they have read and had opportunity to ask questions regarding contents of this agreement.

______________________________   ______________________________
Print name of Volunteer Coach   Signature of Volunteer Coach

______________________________   ______________________________
Print name of Head Coach   Signature of Head Coach

______________________________   ______________________________
Print name of designated Assistant Principal   Signature of designated Assistant Principal