

# **Weakley County Board of Education**

## **Volunteer Coach Approval Procedure**

### Approval Procedure

1. Volunteers may not be immediate family members of team members except in extreme cases of need as determined by the Director of Schools. Immediate family includes siblings, parents (including stepparents), and grandparents (including step grandparents).
2. The head coach/sponsor of the sport/activity initiates the request for a volunteer with the school principal. The head coach/sponsor should not initiate a request for any volunteer whose participation would otherwise violate Weakley County board policy 4.501.
3. Upon approval by the principal, the principal and/or head coach/sponsor proposes the volunteer to the local school board member(s).
4. If the head coach/sponsor, principal, and local school board member(s) all agree on the selection of the volunteer, the volunteer will be notified. At this point, the volunteer's name shall be submitted for consideration as a volunteer coach by the full school board, and the volunteer shall complete all requirements mandated by law, policy, and procedure, including but not limited to:
  - a. District paperwork and/or orientation
  - b. Background check
  - c. Completion of TSSAA/TMSAA required courses
  - d. Registration with TSSAA/TMSAA when applicable
5. The Board requests that volunteers be approved twice per year (August and January board meetings) and only at other meetings in cases of extenuating circumstances.
6. Returning volunteers must be re-approved each year.