

## Volunteer Athletic Coaches and Over-Night Chaperones

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The RSU #34 recognizes the services of volunteers bring unique skills to the district while enriching our programs, assisting our staff, and enhancing the relationship between the school district and the community.

1. The Athletic Director will be responsible for the recruitment and screening of volunteer athletic coaches and their assignment. Coaching volunteers must be persons of known character, responsibility, and integrity and must be recommended by the Athletic Director and building principal to the Superintendent of Schools for approval prior to assuming any coaching responsibilities. The Athletic Director will prepare and promulgate rules of conduct for volunteer athletic coaches. Each approved volunteer athletic coach will be given a copy of this policy and the expected rules of conduct.
2. The building Principal will be responsible for the recruitment and screening of volunteer over-night chaperones. Over-night chaperone volunteers must be persons of known character, responsibility, and integrity and must be recommended by the building principal to the Superintendent of Schools for approval prior to assuming any over-night chaperone responsibilities. The Principal will prepare and promulgate rules of conduct for volunteer over-night chaperones. Each approved over-night chaperone will receive, from the Principal, written expectations pertaining to their duties.
3. Regional School Unit #34 is not obligated to utilize the proffered services of any volunteer whose abilities or interests do not serve the needs of the school district as determined by the Superintendent of Schools.
4. Volunteers may serve only under the direction and immediate supervision of an employee of the Board. Volunteers must clearly understand their duties and responsibilities and perform no services outside those duties. It is the responsibility of the Athletic Director and/or Principal to ensure this happens.
5. Volunteers serve only in a support capacity and only employees of the Board are responsible for the supervision and instruction provided to students participating in school programs.
6. Volunteers are not permitted to access pupil records and Volunteers must exercise discretion in disclosing any confidential student matters they become aware of as a result of their volunteer responsibilities.
7. Volunteers must consult with the Athletic Director and/or Principal and/or their designee regarding any questions regarding their duties and responsibilities.
8. Volunteers shall receive no financial remuneration.
9. Volunteers may be immediately relieved of their volunteer responsibilities, with or without cause, by the Superintendent of Schools.
10. All volunteers must have an approved criminal background check.
- 11. ALL VOLUNTEER COACHES MUST BE FINGERPRINTED IN THE SAME MANNER AS OTHER EMPLOYEES OF THE BOARD.**
12. The Superintendent shall report annually to the Board on the number of volunteers serving in the school department, the volunteers' duties, and the number of volunteer hours served, by school program.

FIRST READING: March 2013

ADOPTED: April 2013

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### VOLUNTEER ATHLETIC COACHES AND OVER-NIGHT CHAPERONES

I wish to be involved as a school volunteer in the RSU #34 schools. I understand that information regarding students is confidential and should only be discussed with school staff. I understand my volunteer responsibilities as they have been outlined in writing for me. I give of my time freely, and request no compensation from RSU #34. I understand that I am not covered by Workers' Compensation Insurance because I am a volunteer and not an employee.

**VOLUNTEER SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

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### BACKGROUND

RSU #34 is committed to conducting a thorough screening of applicants for all positions and requires the completion of the following questions of all candidates.

Have you ever been disciplined, discharged, or asked to resign from a prior position?      yes\_\_\_ no \_\_\_

Have you ever resigned from a prior position after a complaint had been received against you or your conduct was under investigation or review?      yes\_\_\_ no \_\_\_

Has your contract in a prior position ever been non-renewed?      yes\_\_\_ no \_\_\_

Have you ever not been nominated for re-employment in a prior position or ever had your nomination for re-employment not be approved?      yes\_\_\_ no \_\_\_

Have you ever been charged with or investigated for sexual abuse or harassment of another person?      yes\_\_\_ no \_\_\_

Have you ever been convicted of a crime (other than a minor traffic offense)?      yes\_\_\_ no \_\_\_

Have you ever entered a plea of guilty or "no contest" (nolo contendere) to any crime (other than a minor traffic offense)?      yes\_\_\_ no \_\_\_

Have you ever had a professional license or certificate suspended or revoked in any state, or have you ever voluntarily surrendered, temporarily or permanently, a professional license or certificate in any state?      yes\_\_\_ no \_\_\_

Has any court ever deferred, filed or dismissed proceedings without a finding of guilty and required that you pay a fine, penalty or court costs and/or imposed a requirement as to your behavior or conduct for a period of time in connection with any crime (other than a minor traffic offense)?      yes\_\_\_ no \_\_\_

If you have answered **YES** to any of the previous questions, provide full details below including, with respect to court actions, the date, offense in question, and the address of the court involved. Attach additional sheets if necessary. Conviction or other disposition of a crime is not necessarily an automatic bar to employment.

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**SIGNATURE**

My signature below constitutes authorization to check my employment history, including without limitation, criminal arrest and conviction record checks, reference checks, and release of investigatory information possessed by any state, local or federal agency. I further authorize those persons, agencies or entities that RSU #34 contacts in connection with my employment application to fully provide RSU #34 any information on the matters set forth above. I expressly waive in connection with any request for or provision of such information, any claims, including without limitations, defamation, emotional distress, invasion of privacy, or interference with contractual relations that I might otherwise have against RSU #34, its agents and officials or against any provider of such information. I understand that information submitted in and with this application may be disclosed to a screening and/or interviewing committee, which may include board members, administrators, other staff, and members of the community. I give my consent to this disclosure.

\_\_\_\_\_  
**Volunteer Signature**

\_\_\_\_\_  
**Date**

If you are a VOLUNTEER ATHLETIC COACH, have you had your fingerprints taken as required by RSU #34 Board Policy Code IJOC-A? If so, when and where?

*(If you have not, please see Central Office Staff for details.)*

In order to conduct a criminal history background check with the State of Maine, please provide the following:

PLEASE PRINT

Name: \_\_\_\_\_  
                    First                                    Middle Initial                                    Last                                    Maiden

Physical Address: \_\_\_\_\_  
including City, State, Zip \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

School/Place of Volunteer: \_\_\_\_\_

**References:**

NAME:	ADDRESS:	PHONE:
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____