

## VOLUNTEERS

The Board of Education is committed to a safe environment that supports the use of carefully selected volunteers to supplement the efforts of regular employees in Board of Education selected activities and programs, when it is deemed necessary by the coach or advisor in collaboration with the principal or director. The appointment of a volunteer will not supplant but will support the district employee(s) overseeing the program. Volunteers shall not be recommended or approved if related to an employee of the district or a member of the Board of Education.

All identified volunteers are to be officially recommended by the Superintendent of Schools and subject to appointment by the Board of Education before initiating services.

In emergencies between Board of Education meetings, the Superintendent is authorized to permit use of a volunteer provided that:

1. The interview process is completed, the packet is completed and the appointment is made in writing
2. The appointment is submitted for approval at the next Board of Education meeting

Ref: Policy No. 9120.1 – Conflict of Interest

<b>Adopted: (Revised):</b>	03/01/2017
<b>2<sup>nd</sup> reading (Revised):</b>	03/01/2017
<b>1<sup>st</sup> reading (Revised):</b>	02/01/2017
<b>Adopted:</b>	06/03/2015
<b>2<sup>nd</sup> reading (New):</b>	06/03/2015
<b>1<sup>st</sup> reading (New):</b>	05/06/2015

## REGULATIONS

The procedure to be used for appointment when it is deemed that a volunteer is necessary by a teacher or an advisor in collaboration with a building principal or director is as follows:

1. A volunteer is a person who assists a teacher or advisor in providing support to a rehearsal, club, competition and any other extra-curricular situation.
2. All volunteers must be interviewed by the principal/director.
3. The volunteer will have no official status; he/she cannot direct a club or team, make decisions or represent the district officially in any way. She or he must never be left alone with a club/team or club/team member in any situation on or off school property.
4. It is strongly recommended that a parent or relative will not be involved in the activity in which his/her child is participating.
5. The building principal or director will submit the Volunteer Recommendation Packet following an interview. The packet will include the following forms:
  - Request for BOE Appointment
  - Recommendation/Description of Tasks Form – The duties cannot replicate those of coach, an assistant coach or any other district position
  - Application
  - One Reference
  - Interview Sheet
6. Upon approval, this authorization shall be continuous with an annual recommendation.
7. Upon approval, the building principal may request appointment of specific volunteers.
  - a. A Volunteer Application is to be completed. Position applied for is "Citizen Volunteer". These applications are submitted to the personnel office.
  - b. The volunteer will be fingerprinted.
  - c. Upon completion of the above steps, the candidates name will be submitted to the Board of Education.
8. Appointments of all volunteers are annual appointments, expiring July 1st.
9. Reappointments will require the BOE Recommendation Form from the building principal/ director in collaboration with the teacher or advisor to the Personnel Office specifying the name of the volunteer and the name of the program to which s/he will be assigned.

## VOLUNTEER COACHES

The procedure to be used for appointment when it is deemed that a volunteer coach is necessary by a coach in collaboration with a building principal or director is as follows:

1. A volunteer coach is a person who assists a coach in providing support at practice sessions and in game situations.
2. The volunteer-coach will have no official status; he/she cannot direct a team, make decisions or represent the district officially in any way
3. The volunteer-coach must never be left alone with a team or team member in any practice season or game situation. Moreover, he/she may never be designated as a person who is the supervisor of students. This includes but is not limited to, school transportation (bus, van or car), playing fields, courts, playing fields, gymnasiums, and locker rooms.
4. The volunteer-coach applicant must complete the district interview process. Once approved by the assistant principal in the building who supervises the physical education program and athletics, with the input of the head coach, and the building principal the Volunteer Recommendation Packet will be submitted to the District Athletic Director. The District Athletic Director will interview each candidate and review the candidate's certifications (CPR/AED, First Aid, Child Abuse training, Dignity Act Training, Violence Prevention), previous experience, education and the contents of this regulation. The applicant may not take part in a program without formal Board of Education approval. This is to protect the volunteer-coach and the District from possible liability.
5. It is strongly recommended that a parent or relative will not be involved in the team on which his/her child is participating.
6. In the best interest of our student athletes and the Bellmore-Merrick Central High School District, the following criteria must be adhered to prior to submission of a name by the District Director of Physical Education, Health, Drivers Education &, Athletics for Board of Education approval.
  - a. The applicant must be an adult who is a positive role model for students and one who possesses sound ideals of good sportsmanship and common sense.
  - b. The applicant must have State Education Department fingerprint clearance.
  - c. The applicant must not have been a recent graduate (less than 2 years) of the high school in which he/she will be assigned.
  - d. The applicant must have New York State Education Coaching Certification or must complete the same procedure as a non-certified coach (TCL).

7. New York State Coach Certification Application process:
- a. Complete the online TEACH application. Once completed, the coach must notify the District Director's office so that the Superintendent can be alerted that an application is waiting for the Superintendent's approval.
  - b. The District Director's office will submit backup documents (CPR/AED, First Aid, Dignity Act, Child Abuse Training, course certificated, fingerprint clearance) to the Section VIII office for review
  - c. Log onto the TEACH web site to check the status of the application. The coach can log onto his/her account to check whether it has been approved or if there are any holds/deficiencies waiting for clearance.

Requirements:

- d. Requirements for first-time coaching applicants (initial application)
  - i. First Aid (must be updated every three years)
  - ii. CPR/AED (must be updated every two years)
  - iii. Completion of Identification and Reporting of Child Abuse Certification
  - iv. Completion of School Violence Prevention and Intervention (SAVE) Certification
  - v. Dignity Act Training
  - vi. Fingerprint Clearance
- e. Requirements for second-year coaches (first renewal)
  - i. Valid First Aid and CPR/AED
  - ii. Completion of or proof of enrollment in Philosophy, Principles and Organization of Athletics in Education Course
- f. Requirements for third-year coaches (second renewal)
  - i. Valid First Aid and CPR/AED
  - ii. Completion of Philosophy, Principles, and Organization of Athletics in Education Course
- g. Requirements for fourth-year coaches (third renewal)
  - i. Valid First Aid and CPR/AED
- h. Requirements before the fifth year of coaching can be taken anytime within the coaching process
  - i. Completion of Health Sciences Applied to Coaching

- ii. Completion of Theory & Techniques (of specific sport)
  - i. Requirements for fifth-year (and subsequent) coached (fourth renewal) – Professional Coaching Certificate (good for three years; sport specific (Apply after three TCLs)
    - i. Valid First Aid and CPR/AED
    - ii. Completion of all required coursework
    - iii. A minimum of three years coaching experience in a specific sport in a NYS athletic program (three TCLs)
    - iv. Last three years' evaluations (for renewal)
  - j. Coaches must file a separate application for each sport and each season in which they wish to be licensed
8. Assignment of a volunteer-coach is a yearly appointment with a recommendation from the principal and director in collaboration with the head coach, expiring annually on June 30<sup>th</sup>.
9. Reappointment will require a recommendation made by the building principal and athletic director in collaboration with the head coach and submitted to the Personnel Office on a yearly basis. Reappointments will require the BOE Recommendation Form from the building principal and director to the personnel office specifying the name of the volunteer and the name of the program to which s/he will be assigned.

Once an interested, involved and qualified adult is approved by all the involved authorities, and secures final Board of Education approval, he/she will then be assigned as a volunteer-coach. No person other than the district approved coaching staff may work with the students of the Bellmore-Merrick Central High School District's Interscholastic Athletic and/or Intramural Program.

### **VOLUNTEER ASSIGNMENTS**

All appointments are annual and end on June 30<sup>th</sup> of the school year of the said position. At any time during the assignment if the services are no longer deemed necessary or the philosophical approach of the volunteer is in conflict with that of the district, the assignment may end earlier if the needs of the district dictate that the services are no longer required.

**BELLMORE-MERRICK CENTRAL HIGH SCHOOL DISTRICT**  
**MERRICK, NEW YORK**

Volunteer Confidential Telephone Reference

Name of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**Reference:**

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

Title: \_\_\_\_\_

District/Organization: \_\_\_\_\_

Relationship to Candidate: \_\_\_\_\_

**Place an (X) in the appropriate column**

	<u>Inadequate</u>	<u>Adequate</u>	<u>Strong</u>	<u>Outstanding</u>	<u>N/A</u>
Work Ethic	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Quality of Work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Appearance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cooperation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Relationships with People	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Integrity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Attendance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Punctuality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reliability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Would you employ applicant if you were responsible for hiring?    Yes     No

**Additional Comment(s):** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## BELLMORE-MERRICK CENTRAL HIGH SCHOOL DISTRICT

### INTERVIEW SHEET – VOLUNTEER

Candidate's Name: \_\_\_\_\_ Position Applied For: \_\_\_\_\_

Date of Interview: \_\_\_\_\_ School: \_\_\_\_\_

Rate candidate by placing a check in appropriate column.	Inadequate	Adequate	Strong	Outstanding
Understanding of Position				
Experience with Children				
Judgment				
Enthusiasm				
Communication Skills				
Prior relevant experience				
Potential for Growth				

Write narrative comments  
below for each of these  
and other relevant qualities.

**RECOMMENDATION:** (Please check one category)

**CONSIDER FURTHER**

**NO CONSIDER FURTHER**

Interviewer \_\_\_\_\_ Date Form Completed \_\_\_\_\_

# BELLMORE-MERRICK CENTRAL HIGH SCHOOL DISTRICT

## Recommendation/Description of Task

Please write a complete statement regarding why this individual is being recommended as a volunteer to supplement the program:

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Describe the tasks this individual will be responsible for:

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

Principal's signature: \_\_\_\_\_

Director's signature: \_\_\_\_\_

For departments with directors both signatures must be attained before submission.



**BELLMORE-MERRICK  
CENTRAL HIGH SCHOOL DISTRICT**

1260 Meadowbrook Road, North Merrick, NY 11566-1500

**REQUEST FOR BOE APPOINTMENT  
Volunteer**

Date: \_\_\_\_\_

Candidate: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Building: \_\_\_\_\_

Position/Title: \_\_\_\_\_

Hours to be worked: \_\_\_\_\_

**Please check documents reviewed:**

Comments

- Application \_\_\_\_\_
- Interview Forms \_\_\_\_\_
- Recommendation \_\_\_\_\_
- 1 Reference \_\_\_\_\_

All the items required for BOE appointment have been completed and are included. I hereby recommend the above named to the Assistant Superintendent of Personnel Services for an interview.

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

\_\_\_\_\_  
*Signature of Administrator*

\_\_\_\_\_  
*Assistant Superintendent for Personnel*

**For Personnel Use:**

- Coaches Certification
- NYSED Clearance received on: \_\_\_\_\_
- BOE Meeting Date: \_\_\_\_\_

## BELLMORE-MERRICK CENTRAL HIGH SCHOOL DISTRICT

1260 Meadowbrook Road, North Merrick, NY 11566-1500

### VOLUNTEER APPLICATION - PERSONNEL OFFICE

Date of Application: \_\_\_\_\_ Social Security #: \_\_\_\_\_

Name: \_\_\_\_\_ Telephone #: \_\_\_\_\_

Address: \_\_\_\_\_ Date Available: \_\_\_\_\_

Building: \_\_\_\_\_ Department: \_\_\_\_\_

Activity: \_\_\_\_\_ Sport/Coach: \_\_\_\_\_

**Are you related to an employee in the BMCHSD or a Board of Education Member?**  YES  NO

Are you a parent of a student in the district?  YES  NO

#### Education School

#### Types of Courses

#### Year Graduated

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#### Experience Employer

#### Address

#### Phone

#### From/To

#### Position

#### Supervisor

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#### References Name

#### Address

#### Phone

#### Position

#### Supervisor

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Have you ever been convicted of any? If "Yes", please explain.

Crime  YES  NO \_\_\_\_\_

Violation  YES  NO \_\_\_\_\_

Military Regulations  YES  NO \_\_\_\_\_

#### **READ CAREFULLY BEFORE SIGNING:**

My signature below authorizes the Bellmore-Merrick School District to conduct a background investigation and authorizes release of information in connection with my application for employment. This investigation may include such information as criminal convictions, driving records, previous employers and educational institutions, personal references, professional references and other appropriate sources. I waive my right of access to any such information, and without limitation hereby release the Bellmore-Merrick School District and the reference source from any liability in connection with its release or use.

Furthermore, I certify that I have made true, correct and complete answers and statement on this application in the knowledge that they may be relied upon in considering my application, and I understand that any omission, false answered statement made by me on this application, or any supplement to it will be sufficient grounds for failure to employ or for my discharge should I become employed with the Bellmore-Merrick School District.

Signature \_\_\_\_\_ Date \_\_\_\_\_