

EXTRACURRICULAR DUTY ASSIGNMENTS

The Board of Education believes that a strong extra-curricular program is essential to offering a well balanced curriculum to the students of De Soto Area Schools. The Board also recognizes that the activity sponsor/coach is an essential component necessary to attain and maintain the highest quality program possible within the district offerings. The Board commitment to this standard is stated as follows:

- All coaches will abide by all federal and state laws, WIAA rules and procedures and De Soto Board policies, procedures, and administrative regulations and requests.
- All coaches will follow all terms and conditions set forth in the De Soto Coaches Handbook without exception.
- All coaches will follow the terms and conditions as described in the co-curricular and student handbooks.
- When an extracurricular position vacancy exists, the district administrator, or his/her designee, shall recruit candidates for the position. Extracurricular vacancies shall be filled in accordance with established procedures.
- It is the Board commitment to follow WIAA guidelines and hire certified personnel for all extracurricular duty assignments, when possible.
- Professional staff members may be assigned extracurricular duties in accordance with provisions of the current employee agreement.
- All coaching and advisorships (faculty and non-faculty) are under the direction and supervision of the athletic director and building principal.
- All coaching and advisorships are subject to an annual evaluation.
- All coaching/advisors (staff/non-staff/volunteer) positions are to be approved by the Board of Education prior to them beginning actual instruction. (The only exception is with written direction from the Superintendent or his/her designee).

Volunteer Coaches

All volunteer coaches are to be approved by the Board of Education prior to them working with the team in any capacity. Head coaches are requested to discuss their volunteer coach needs with the Athletic Director and Principal prior to the request going to the Board of Education. Head coaches are required to present their request to the Superintendent accompanied by the signature of the coach, Athletic Director and Principal one week prior to the Board meeting at which the approval is requested. The head coach is expected to be present at the Board meeting to discuss the request with the Board of Education.

Issuance of Co-curricular contracts

Co-curricular contracts for year round activities (i.e. Music, Forensics, SAC) and fall and winter sports will be issued by April 15 of each year. Contracts for spring sports will be issued in June each year.

Filling of a position

- The position will be listed and interviewed using established procedures.
- The Board is committed to following WIAA guidelines.
- If a certified staff member resigns from a teaching position, no vacant extracurricular position will be filled until the teaching position is filled.
- If no qualified certified person can be found to fill a vacant extracurricular position, then applicants will be sought from the community.
- If a community member (non-staff) is selected for any coaching or advisorship, he/she is subject to the rules and procedures as described above including yearly performance evaluations. The person will be allowed to remain in said position as long as district expectations are being met.

WIAA – Article VIII – Coaches Qualifications

Section 1 – Certified to Teach

- A. Persons certified or eligible and applying for certification to teach in Wisconsin or who have completed a WIAA approved education course shall be assigned as coaches (including assistants, helpers, aides, etc.) of teams representing a school in interscholastic competition.

Section 2 – Application

- A. This rule is applicable to all levels of competition, varsity, junior varsity, sophomore, freshman, etc. and practice sessions as well as actual competition.

Section 3 – Coaches Not Licensed to Teach (CNLTs)

- A. A school may employ other than a certified teacher for coaching, if a certified teacher is unavailable or unacceptable for coaching assignment.
- B. The following provisions must be met:
- 1) All coaches not licensed as teachers must have completed a WIAA approved coaches education course before they start their second year of coaching.
 - 2) In lieu of having a coach not licensed as a teacher complete a course, a school may assign a faculty mentor, not otherwise coaching, to be present at all times with the coach.
 - 3) A coach not licensed as a teacher, with five years of documented coaching experience in public or nonpublic educational institutions, will not need to complete a coaches education course, but will need to apply annually.
 - 4) Coaches not licensed as teachers, or who have not completed an approved coaches education course, must be registered with the WIAA office on the Request for Permission to Use a Coach Not Licensed to Teach Form (CNLT). This requirement includes first year coaches and coaches with five years of experience.
 - 5) A fee schedule for coaches not licensed to teach will be issued annually.

Section 4 – Sport Meeting Requirement

- A. The head coach, or a person designated by the school as a replacement in the event of an emergency approved by the Association office, shall be required to attend a sport meeting, if such meetings are offered in a sport.

Selection Criteria

The candidate as representative of De Soto Area Schools should:

- Have a valid Wisconsin teacher certification, if possible.
- Have previous coaching/advising experience, if possible.
- Have met qualifications for training as prescribed by WIAA.
- Have substantial knowledge of the technical aspects of the sport or activity and must continue to examine new theories and procedures to the field.
- Have the ability to organize and supervise.
- Have good interpersonal relations skills.
- Demonstrate good character and professional qualities and require students to demonstrate good character and behavior.
- Demonstrate and require students to demonstrate positive support for all other school programs and coaches/advisors.
- Be committed to improve the De Soto Area Schools activity and athletic program.

Approved: September 25, 2006

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Coaches who want volunteers to assist with their program/activity are expected to submit the request in writing to the building Principal. The written request must contain a justification for the volunteer position. This must be done prior to the season starting and prior to the volunteer beginning to assist. (Board approval is required prior to the volunteer starting).

The approval of a volunteer will be based upon:

- 1) The number of volunteers requested. (The expectation is that the number of volunteers will be kept at a minimum).
- 2) The rationale for the position(s).
- 3) No volunteer will be approved that has a child on the team that he/she will be associated with as a volunteer.
 - A person who has volunteered over a long period at a specific level of a sport, who has a child that grows into that level of the program, will be allowed to continue as a volunteer. Volunteers will not be allowed to move between levels of a sport with any group that contains their own child.
- 4) All coaches and volunteer coaches will abide by all federal and state laws, WIAA rules and procedures, including the necessary training course, and De Soto Board policies, procedures, and administrative regulations and requests.
- 5) All coaches and volunteer coaches will follow all terms and conditions set forth in the De Soto Coaches Handbook without exception.
- 6) All coaches and volunteer coaches will follow the terms and conditions as described in the co-curricular and student handbooks.
- 7) All coaching, volunteer coaches and advisorships (faculty and non-faculty) are under the direction and supervision of the athletic director and building principal.

Approved: September 25, 2006
