



## Volunteer Coach Request Form

Applicant's Name: \_\_\_\_\_ Requested Activity: \_\_\_\_\_  
 Current Occupation: \_\_\_\_\_ Email Address: \_\_\_\_\_  
 Phone Number: (Home) \_\_\_\_\_ (Cell) \_\_\_\_\_

Mailing Address, City, State, Zip Code

Return this sheet to Phyllis Gaines - Human Resources Administrative Assistant, 804-652-4679 [pngaines@ccps.net](mailto:pngaines@ccps.net)

1. Volunteer Coaches are not allowed to work with any teams, coaching staff, or student-athletes prior to their approval by the School Board. This includes pre-season conditioning sessions.
2. Volunteer coaches are approved on a year-to-year basis by the Human Resource Department.
3. Parents of current Charles City student-athletes are not eligible to be a Charles City volunteer coach.
4. A request does not guarantee approval of the volunteer coach.
5. All volunteers must go through a background check through Human Resources which includes fingerprinting and a Child Protective Services screening. Placements and removals are subject to favorable screening and reference results. Additionally, former coaching evaluations may also be a factor in placement of volunteers.
6. Volunteer placements are a privilege and not a right, placements will be made on the best interest of the students and the needs of the school division.
7. The basic guideline for an acceptable number of volunteer coaches is one per team.
  - *Example:* The Basketball (girls) program has 2 teams (Junior Varsity and Varsity) – Basketball (girls) would be allowed a maximum of 2 volunteer coaches. The Basketball (boys) team would also be allowed 2 volunteer coaches.
  - *Example:* Baseball (boys) program has 1 team (Varsity) – Baseball (boys) would be allowed 1 volunteer coach. The Softball (girls) team would also be allowed 1 volunteer coach.
  - Exceptions can be made as appropriate and necessary.
8. The approval process takes time; therefore get your paperwork in as soon as possible. The following are due dates for volunteer coach requests:
  - Fall Season      July 1
  - Winter Season    October 1
  - Spring Season    January 5

### THE FOLLOWING INFORMATION IS REQUIRED

Has the requested volunteer coach successfully completed the following requirements?

1. CCHS Student/Athlete Handbook Review?       NO     YES date completed \_\_\_\_\_
2. VHSL Concussion Course?                       NO     YES date completed \_\_\_\_\_
3. VHSL Coaches Education program?             NO     YES date completed \_\_\_\_\_
  - If **YES** verification documents must be submitted with the Volunteer Application.
  - If **NO** the volunteer request will not be approved until the volunteer coach has successfully completed required training and paperwork.