

*Dubuque Community School District  
2300 Chaney Road  
Dubuque, Iowa 52001-3095*

**Guidelines For Volunteer Coaches**

A volunteer coach of athletics is one who formally agrees to be of service to the Dubuque Community School District on a non-paying basis. Dubuque Community School District requires that all volunteer coaches possess either the Coaching Endorsement or the Coaching Authorization for the State of Iowa.

Applicants for volunteer coaching positions must:

1. Complete all forms in the DCSD Volunteer Packet and return the signed disclosure forms to the DCSD Human Resources Department.
2. Interview with the Head Coach and Assistant Principal-Athletics/Activities.
3. Inservice – Meet with Assistant Principal-Athletics/Activities to review all rules, regulations, policies and procedures connected to the assignment.
4. Sign and return the Volunteer Coach Agreement to the Assistant Principal-Athletics/Activities Director.

The Building Principal must approve the assignment of all volunteer coaches prior to any involvement.

Additional guidelines for volunteer coaches:

1. A volunteer coach is not covered by Workers' Compensation under existing Iowa Law.
2. A volunteer coach is not authorized to drive vehicles owned by Dubuque Community Schools.
3. The Agreement For Volunteer Coach is valid for one school year and one sport. A different Agreement Form must be signed and returned for each sport and each school year.
4. Any changes in the Volunteer Disclosure Statement must be reported immediately to DCSD Human Resources Department.

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**Agreement For Volunteer Coach**

I have completed the necessary steps as outlined in the "Guidelines For Volunteer Coaches" and I understand the responsibilities connected to the assignment.

_____	_____
Volunteer Coach	Date
Address_____	
City/State/Zip Code_____	
Home Telephone Number_____	
Sport_____	
School Year_____	

I have interviewed and inserviced the above volunteer coach.

_____	_____
Assistant Principal-Athletics/Activities	Date

I approve of the assignment of the above volunteer coach.

_____	_____
Principal	Date

\*Note: Send copy of Agreement to District Activities Director