

## EXTRACURRICULAR ACTIVITIES

- I. There will be no school activities involving students Wednesday nights after 6:00 p.m. or Sundays before noon unless for the purpose of attending or participating in an activity scheduled on the school calendar by the school administration.
- II. Dances and school parties may not be held on a Wednesday night, Sunday, or on a night previous to a school day without Board approval.
- III. Extracurricular activities fall into two broad categories; (1) those with direct, school calendar ties such as interscholastic athletics, music drama, forensics, etc. and (2) those of a “club” nature such as Letterman, FFA, Pep Club, etc. No club is official unless sanctioned by the Board.

Approved: November 18, 2013

## ADMISSION TO EXTRACURRICULAR EVENTS

It is the District's position that participating in and being a part of co-curricular events is an integral part of the educational experience.

As such, charges for admission to co-curricular events should be minimized. The following guidelines are set forth.

- A. The administration shall recommend to the Board ticket prices and activity card fees during the preparation of the budget for the ensuing year and request Board approval for implementation.
- B. High school activities such as dances that are initiated by school activity organization may charge admission with approval of the building principal.

Revised: November 18, 2013

## STUDENT RECOGNITION EVENTS

In those instances where students are honored by special events such as banquets, the event will not be supported by District Fund 10 unless provided for in the annual budget or unless special Board action gives support.

Revised: November 18, 2013

## SANCTIONED SCHOOL ACTIVITIES AND CLUBS

The following District organizations are authorized. No club or activity is to be considered sanctioned until it receives Board authorization.

- K - 6 None
- 7 - 8 Student Council
  
- 9 - 12 FFA

Revised: November 18, 2013

## 7-12 INTERSCHOLASTIC SQUAD SIZE

The following squad sizes are set at minimum size to permit sanction and support of a given sport.

Should participation in a given sport drop below the minimum size, the sport is subject to discontinuance by the Board.

The Board, however, reserves the right to review participation in each activity on an annual basis to determine if the sport should be continued, discontinued, or co-oped; or if the number of assigned coaches should be reduced or expanded.

### 7-8 Grade

Girls Basketball	8
Boys Basketball	8
Track	12
Volleyball	8
Wrestling	10
Cross Country	5

### 9-12 Grade

Baseball	12
Girls Basketball	8
Boys Basketball	8
Girls Softball	12
Cross Country	5
Girls Golf	5
Boys Golf	5
Football	22
Track	12
Wrestling	10
Volleyball	8
Letter Club	n/a
Pekatonica	n/a
Pep Club (includes cheerleaders)	n/a
RAC	n/a
Redbird	n/a
Spanish Club	n/a
Art Club	n/a

Revised: November 18, 2013

## ATHLETIC CODE OF CONDUCT

It is the District's intent to comply with WIAA guidelines pertaining to Code of Conduct requirements. The District Code of Conduct incorporated into the Coaches Guidebook and the District Code of Conduct Acknowledgement Card, which must be signed and filed by athlete and parent and/or guardian, are requirements for interathletic participation.

Revised: November 18, 2013

## STUDENT ACTIVITY FUNDS MANAGEMENT

All funds raised by student classes, clubs or organizations shall be under the control of the Board and shall be managed in accordance with sound budgetary and accounting procedures.

Student activity funds shall be:

1. Turned in to the district office as soon as possible - daily unless extended by building principal
2. Promptly deposited in the appropriate activity account
3. Accounted for in the Agency Fund 60
4. Audited annually along with other school district funds
5. Protected by appropriate security measures - locked cash boxes, safes, and vaults should be used to protect all cash and cash items.

Student Activity Funds Management Procedures will be followed. The building principal shall be responsible for supervising the management of student activity funds in his/her building.

### Student Activity Funds Management Procedures

1. Each class, club or organization shall be assigned a faculty advisor who will be responsible to the principal. Upon the annual election of officers, each class, club or organization shall submit a listing of officers to the district office.
2. The class, club or organization treasurer and faculty advisor shall be responsible to the principal for the following:
  - a. Documenting the collection and disbursement of all activity funds
  - b. Turning all funds and documentations over to the district office as soon as possible
3. The collection or raising of funds by classes, clubs or organizations must have Board of Education approval. Funds shall be deposited in the school district's student activity account. Any interest earned on deposits shall be credited to each building's general activity account at the end of the fiscal year based on the average account balance through the year. Cost for bookkeeping expense will come out of the general student activity account.
4. Disbursements of class, club or organization funds may be made only with the approval of the faculty advisor and the principal. Disbursements will be requested via a purchase requisition form and a check request form, both of which require the principal's approval. The business manager shall be responsible for updating individual activity fund balances on a monthly basis.
5. The business office is responsible for assigning appropriate account numbers for each student activity account.

6. At the end of the school year, all balances of class, club or organization funds will be carried over to the next school year with the exception of the graduating class fund balance. The graduating class, after covering the expenses and activities of the class, shall designate how any remaining balance will be disposed of or spent. This designation must be made in writing to the high school principal before the end of the school year. Any funds which remain in a class treasury at the end of the school year of graduation will be transferred to the general fund.
7. It is recommended that no student club or organization shall be allowed to operate with a negative balance. Special exceptions may be made with the approval of the principal based on a reasonable expectation that such negative balance is a temporary condition that will be corrected by incoming receipts.
8. If an account has had no activity for twelve months, the account shall be considered inactive. Any funds remaining in an inactive account may be transferred to the general fund or an active activity account and the inactive account shall be closed.

Adopted: March 15, 2004

Revised: February 2, 2010

Revised: November 18, 2013

## GUIDELINES FOR UTILIZATION OF VOLUNTEER COACHES

Adopted by Board Action: February 1, 2005

Volunteer coaches are subject to all regulations and procedures outlined below. A “volunteer” is defined as a person from the community who contributes his/her services on a regular basis without salary, benefit or stipend compensation.

### A. Relationship to Professional Staff

1. Volunteer coaches are to be assigned to help coaches provide better instructional services to student athletes.
2. Volunteer coaches are not assigned to relieve coaches of their teaching responsibilities nor to change the overall athlete-to-coach ratio.
3. Written assignments shall be established for all volunteer coaches defining their function and responsibilities. These assignments shall be established by the head coach with a copy provided to the athletic director and the building principal.
4. All volunteer coaches shall be under the direct supervision of a head coach who shall be responsible for their direction.
5. Under no circumstances shall volunteer coaches be assigned any of the following responsibilities:
  - a. Prescribing practice agenda.
  - b. Directing and/or controlling the skill development process.
  - c. Making reports to parents, guardians or school administrators with respect to athlete's growth and development.
  - d. Making reports to parents, guardians or school administrators with respect to the evaluation of professional staff.
  - e. Prescribing disciplinary action relating to an athlete.
  - f. Excusing students from attendance or participation in any practice/activity.
  - g. Acting in any other capacity relating to instruction which has traditionally been delegated to professional staff members without the direct supervision of the head coach.
  - h. Assuming the responsibility for a student or group of students.
  - i. Treating any injuries sustained by a student, though appropriate first aid may be applied.
6. Volunteer coaches shall receive all applicable handouts and information provided to paid coaches.
7. Volunteer coaches should refer concerns regarding their positions, responsibilities, student safety, etc. to the head coach, athletic director, or the building principal.
8. The volunteer coach/advisor will not be issued keys or have access to any school facility at any time, other than when working under the direct supervision of the coach/advisor.

## B. Recruitment Selection

1. The head coach shall identify the need for volunteer(s). The athletic director shall review the head coach's request and submit to the building principal. The building principal will determine if request is needed.

If approved by the building principal, the head coach shall identify and recruit the volunteer(s) and submit volunteer's application to the athletic director and to the building principal. If both the athletic director and building principal approve the request, the request will be submitted to the School Board for the Board's consideration.

- Volunteers cannot participate in any activity until Board's approval.
- A background check will be conducted on all volunteers.
- All volunteers will need to have a TB test.

2. A letter of understanding shall be explained to and signed by the candidate.

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Revised: February 16, 2015

DARLINGTON SCHOOL DISTRICT  
CO-CURRICULAR VOLUNTEER CONTRACT

I, (print name) \_\_\_\_\_, understand and agree that my involvement with the \_\_\_\_\_ team/organization in the co-curricular program in the Darlington School District is performed with and under the following conditions:

1. I waive payment of any salary or stipend for my services.
2. I waive any eligibility for any benefits for my services.
3. I will familiarize myself with and adhere to all co-curricular policies and procedures established by the school board and administration of the Darlington School District.
4. In the performance of my duties as a volunteer, I shall not intentionally or wantonly cause injury or damage to person or property of said school district or of any participant, coaching staff, advisor or spectators involved in such co-curricular event.
5. My services as a volunteer shall be performed on the condition that I am covered by and included as an insured under all applicable liability insurance policies of the Darlington School District.
6. Volunteers are not covered by Worker's Compensation.

\_\_\_\_\_  
Signature of Volunteer

\_\_\_\_\_  
Signature of Principal

\_\_\_\_\_  
Athletic Director/Advisor

Darlington Community Schools  
Darlington, WI

APPLICATION FOR VOLUNTEER COACHING

Completion of all items required. Please print clearly.

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone Number \_\_\_\_\_ Home; \_\_\_\_\_ Business

AVAILABILITY:

When are you available? \_\_\_\_\_

List any restrictions or conditions of your availability as a volunteer coach:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Coaching Assignment(s) applied for: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Have you ever been employed by the District? \_\_\_\_\_

If so, when? \_\_\_\_\_

Have you ever been convicted, plead nolo contendere or no contest to any offense or violation other than minor traffic violations (include felonies, misdemeanors, municipal ordinance violations, and citations for underage drinking)? \_\_\_\_\_ Yes \_\_\_\_\_ No List all pending charges for such violations.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

EDUCATIONAL PREPARATION

High School \_\_\_\_\_ City \_\_\_\_\_

Graduation Date \_\_\_\_\_

College/University \_\_\_\_\_

Location \_\_\_\_\_

Graduation Date \_\_\_\_\_ Major/Minor \_\_\_\_\_

Other, i.e., courses in First Aid, CPR, emergency, etc. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Darlington Community Schools  
Application for Volunteer Coaching

SPORTS PARTICIPATION

High School	Years	Letters/Honors Won
_____	_____	_____
_____	_____	_____
_____	_____	_____

College/University	Years	Letters/Honors Won
_____	_____	_____
_____	_____	_____
_____	_____	_____

RELATED EXPERIENCES (Recreation, coaching, hobbies, interest, etc.)

\_\_\_\_\_

\_\_\_\_\_

My signature below indicates that I have completed this application accurately and truthfully, and have given my permission to the District to verify any and all information.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
(DO NOT WRITE IN THIS SPACE)

Assignment(s) \_\_\_\_\_

\_\_\_\_\_

Effective Dates: From \_\_\_\_\_ To: \_\_\_\_\_  
From \_\_\_\_\_ To: \_\_\_\_\_

Signature of Approving Administrator \_\_\_\_\_

Date \_\_\_\_\_

GUIDELINE SUMMARY  
GOVERNING VOLUNTEER COACHES

It is recognized that although volunteer coaches are in fact volunteering their time to assist in the various sports, there must be some guidelines governing these positions.

1. The potential candidates must meet the approval of the head coach of that particular sport.
2. All candidates' applications must be then submitted for approval to the athletic director and to the building principal.
3. Once approved at these levels, they must be submitted for approval to the Board of Education.
4. It is recommended that the number of volunteer coaches listed below be the limit approved for each of the following sports in each building (High School and DEMS):

Football	3
Cross Country	2
Volleyball	1
Girls Golf	1
Boys Basketball	1
Girls Basketball	1
Gymnastics	1
Wrestling	1
Track	2
Baseball	2
Softball	2

5. It is recommended that volunteer coaching candidates be pursuing a degree in education, or education in the coaching field, or have prior experience in coaching and/or in the field of education.
6. Once candidates are approved by the Board, they must meet with the athletic director and be apprized of all guidelines and expectations of coaches in the Darlington Community School District. Candidates will then be referred to the head coach of that particular sport and be informed of their expected responsibilities. That information will be then submitted in writing to the athletic director for his/her approval.
7. All volunteer coaches must work under the direct supervision of either the head coach or a designated assistant. They are not to be permitted to supervise students under any other circumstance.
8. It is recommended that volunteer coaches attend all meetings for training and rules interpretation, or otherwise designated for a particular sport by the athletic director.

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Revised: February 16, 2015

## ATHLETICS

The Darlington Board of Education prohibits the cutting of student athletes from athletic squads.

Approved: October 20, 2009