



PIONEER ATHLETIC DEPARTMENT

601 W. Stadium Blvd. * Ann Arbor, MI 48103

APPLICATION FOR VOLUNTEER COACHING

Completion of all items required

Name _____

Address _____

Phone # _____ Drivers License # _____

Email _____

What is your daytime job? _____

For which volunteer coaching assignment(s) are you applying? _____

EMERGENCY CONTACT

NAME OF EMERGENCY CONTACT		
RELATIONSHIP		
HOME PHONE	WORK PHONE	CELL PHONE

VOLUNTEER PREPARATION

Yes No 1. Are you a high school graduate?

Yes No 2. Are you currently certified in first aid? A copy must be on hand BEFORE you can volunteer.

Yes No 3. Are you currently certified in CPR? A copy must be on hand BEFORE you can volunteer.

Yes No 4. Do you have any driving convictions other than parking tickets? A driver's license check must be on file BEFORE you can volunteer.

Yes No 5. Are you a CAP I or CAP II certified coach?

6. When are you available _____

7. List any restrictions or conditions of your ability as a volunteer coach. _____

8. Have you ever been convicted of a felony?_____ If yes, please explain_____

9. Were you asked to volunteer or did you volunteer unsolicited by a Pioneer staff member?

10. Please list the last three employers as references these must include the most recent coach. You may not volunteer until all references have been returned. These reference checks will remain confidential upon return to the school through you. You must hand the completed reference sheets with your packet.

Reference A

Name	Position
Address	Address
City	State
Phone	Email

Reference B

Name	Position
Address	Address
City	State
Phone	Email

Reference C

Name	Position
Address	Address
City	State
Phone	Email

My signature below indicates that I have completed this application accurately and truthfully. I understand that misrepresentation of factual information herein is cause for immediate removal as a volunteer coach. I understand and agree that either the school or myself can terminate my volunteering at any time, with or without cause, on. I also understand that I cannot receive compensation of any kind as a volunteer. **Please note: This volunteer pack and background check information *MUST* be completed before applicant can volunteer. Completion of this volunteer pack does not guarantee or ensure ability to volunteer.**

Signature_____ Date of Application_____, 200__

II

Volunteer Coach Requirements

Responsibilities of a Paid Coach to the volunteer coach

1. The head coach of the team must ask a volunteer to coach. As soon as the volunteer says he/she would like to be a part of the program all MHSAA and AAP policy/rules apply.
2. The head coach is to provide the rules and policies of the MHSAA and the Ann Arbor Public Schools to the volunteer before the start of the season.
3. The head coach is to guide and mentor the volunteer coach.
4. The head coach is to introduce the volunteer to the athletic office staff.

Paperwork Requirements of a volunteer coach

1. **Before** volunteers begin working he/she must have a criminal history check approved application on file, current first aid and CPR and signed Standards of Coaching Excellence. This information must be renewed annually.
2. Volunteer coaches may drive students after a driver's license record check has been done. This information must be renewed annually.
3. Failure to complete any information is automatic termination.

Volunteers may not . . .

1. select members of the team.
2. receive keys.
3. receive compensation from the district or the athletic department.
4. talk with media.
5. entitled to apparel.
6. use school equipment for outside school activities.
7. use school facilities for a lessor fee than normal.
8. coach an outside team during the same season of volunteering.
9. usurp the authority of the head coach at any time.
10. coach student/athletes from Pioneer outside a regular practice time or without permission of the head coach.
11. return to paid or volunteer status if he/she works with Pioneer student/athletes in the off-season (this does not mean summer).

Termination of volunteer coaches

1. At the discretion of the head coach, athletic director or principal.
2. A volunteer coach can be released at any time for no cause.

Standards of Coaching Excellence

To ensure excellence and promote unity among the athletic staff the following standards are absolutely necessary:

- 1.** Each coach must be on time and prepared for each practice. If you are delegated a responsibility you are to carry it out. If you need to be absent, call the athletic office and the head/assistant coach of your sport.
- 2.** Assistant coaches are expected to teach fundamental skills as laid out by the head coach. Any deviations must be approved by the head coach. Have a plan for each days practice.
- 3.** The highest standard of speech on and off the field is expected. Practices and games are extensions of the classroom. This is educational athletics and you must educate students by treating them with respect, constructive criticism and by being fair. Never abuse verbally or use language that demeans another person or a group of people.
- 4.** Good communication is necessary. Staff meetings are expected between you and the athletic department and within the staff of each sport. If you are unable to attend you must notify before the meeting day. Be on time every time. If you have a problem with me or one of my decisions, I want to hear about it and have a chance to respond before everyone else hears about it. I will give the same courtesy to you.
- 5.** A professional appearance is important. To have class you must show class. Please avoid wearing clothes that give an unprofessional appearance. For many people the first impression is a lasting one. Please remove your hat when inside the building.
- 6.** While representing Pioneer in an official capacity as a member of the staff there will be no tobacco, chew or alcohol consumption. This includes over night trips with your team. Rules you set for your team are rules set for yourself.
- 7.** Being loyal to the program is essential. Disagreements among coaches must be handled in staff meetings. Do not question another coach in front of athletes.
- 8.** Demonstrate a commitment to the profession of coaching. Attend at least one clinic or seminar each year. Do more than the minimum. Work hard. Improve every year, forever.
- 9.** Head coaches are to annually write assessments of each assistant coach. Provide constructive criticism to coaches; mentor them for the future. If you can leave the program and know it will be in the capable hands of assistant coaches then you know you have accomplished your job.
- 10.** Make your sport fun everyday. It has nothing to do with win-loss record, just have fun. Be a hero. Coaching is heroic work. The fate of our children depends on how well you do your job everyday.
- 11.** No arguments, disrespect or open display of inappropriate behavior with referees or on the sideline.

12. Keys are assigned to coaches only. Coaches keys found in the possession of students means they have been stolen. If you quit, your keys must be returned immediately.

13. We want to be a world - class athletic department in which our students have the absolute best interscholastic athletic experience. You must want that too, and be willing to optimize the entire department, not just your sport.

14. Do routine tasks routinely. Paperwork and office expectations are more of a pain if they are done incorrectly or not promptly. No job is unimportant, all jobs must be done right and everyone is responsible for everything.

15. Take responsibility for your athletes all the time they are in your care, wherever they are and whatever they are doing.

16. Working with parents (or any other task you want to include on this list) is an integral part of coaching here. If you accept the position, you accept that as part of your job. However you may not accept gifts or a job from a parent.

17. Innovate, initiate and be honest. If you make a mistake, own it, fix it and go on.

18. If you can't accept these guidelines and they do not match what you want for your coaching career, then you must decline the job. I expect you to hold me to my word, expect I will hold you to yours.

19. Respect others and facilities. Don't drive your car on the grass, park it in the lot with the students. Please don't borrow something without asking.

20. Hazing is never tolerated, be proactive in making positive social interactions occur with your athletes.

21. I recognize that the policies and procedures of the athletic department and the school district are held in the highest regard and I intend to follow them to the fullest.

Sport

Print Name

Signature

Date

PIONEER HIGH SCHOOL ATHLETIC DEPARTMENT

POSITION APPLYING FOR: _____

NAME: _____

ADDRESS: _____

(AS SHOWN ON LICENSE)

LICENSE NUMBER: _____ STATE ISSUED: _____

EXPIRATION DATE: _____ DATE OF BIRTH: _____

TYPE OF LICENSE:	OPERATOR	RESTRICTIONS:
	CHAUFFEUR	
	CYCLE	
	RESTRICTED	_____
	FINANCIAL RESPONSIBILITY	

List the tickets you have received for traffic violations in the last 10 years.

DATE	PLACE	OFFENSE
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

List the accidents you have been involved in (regardless of fault) in the past ten years; give full particulars including date of occurrence, place of occurrence, injuries sustained, etc.

Are you subject to "high risk" auto insurance? (CIRCLE ONE) YES NO

I hereby give authorization to the State of Michigan, or any political subdivision thereof, to release any and all information concerning my driving and/or criminal arrest/conviction record.

_____	_____
DATE	SIGNATURE

***A COPY OF YOUR DRIVERS LICENSE MUST BE INCLUDED TO BE PROCESSED**



**ANN ARBOR PUBLIC SCHOOLS
ADMINISTRATIVE AND HUMAN RESOURCE SERVICES
EMPLOYEE BACKGROUND CHECK AUTHORIZATION**

Name _____ Maiden Name _____
Birthday _____ Alias _____
State _____ Building/Position: _____
Gender **M** **F**
Ethnic: African American _____ American Indian _____ Asian _____ Hispanic _____ White _____ Middle Eastern _____ Other _____

Pursuant to Public Act 68 of 1993, I represent that (check one):

- ☐ 1. I have never been convicted of or pled guilty or nolo contendere (no contest) to any crimes.
- ☐ 2. I have been convicted of or pled guilty or nolo contendere (no contest) to the following crimes:
(Use other side of this form, if necessary, to explain nature of conviction, date and court)
- A. _____

- B. _____

- C. _____

- D. _____

Pursuant to Public Act 68 of 1993, I understand and agree that:

- The Board of Education of the school district or governing body of the non-public school (the "School") must request a criminal history check on me from the Central Records Division of the Michigan Dept of State Police.
- Until that report is received and reviewed by the District, I am regarded as a conditional employee; and
- If the report received is not the same as my representation(s) above, with respect to either the absence of any violation(s) or any crimes of which I have been convicted, my employment contract is voidable at the option of the school.

Signed: _____

Date: _____

Shonta Green
7/28/08

**Pioneer High School
Athletic Department
Volunteer Recommendation Form**

(No references are accepted from family members)

The person listed below has applied as a volunteer in the Athletic Department at Pioneer High School. As a part of our process, we would appreciate your candid evaluation of this volunteer's capabilities to be successful in our program. In addition to completing the prescribed questions, we invite you to attach additional comments on the reverse side or in a separate memo or letter. Thank you in advance for your assistance with our candidate evaluation.

Applicant Name _____ Sport: _____

How long and in what capacity have you known this person?

NO = no opportunity to observe.

Area	Top 5%	Top 10%	Top 25%	Top 50%	NO
Clarity of Writing					
Verbal Skills					
Leadership					
Creativity					
Ability to Work Independently					
Problem Solving Skills					
Analytical Thinking					
Initiative					
Professionalism					
Ethical Conduct					
Ability to Work with Diverse People					
Ability to Teach					
Ability to Work with Teens					
Ability to Work Under Stress					
Attention to Detail					
Integrity					
Conscientious of Attendance					

Noteworthy strengths and/or accomplishments of this applicant that predict success as a volunteer coach:

Weaknesses or areas that may hinder this applicant's success as a volunteer:

Signature _____ Date _____, 200__

Your Information

Name	Position
Address	Address
City	State
Phone	Email

Completed Forms:

- Δ Application for Volunteering
- Δ Policy and Procedures Handbook Acknowledgment Form
- Δ Authorization for Background Check
- Δ Driver's license check on file
- Δ Standards of Coaching Excellence form on file
- Δ Two forms of ID photo copied and submitted with packet
- Δ Three recommendations on file
- Δ CPR Card on file
- Δ First Aid Card on file

DO NOT WRITE IN THIS SPACE - FOR ADMINISTRATIVE USE ONLY

Effective Dates: From _____ To _____

Δ Declined Volunteer Applicant

Signature of approving administrator _____ Date _____, 200 ____
