

BRISTOL WARREN REGIONAL SCHOOL DISTRICT

Human Resources Office
151 State Street
Bristol, Rhode Island 02809
Tel: (401) 253-4000, Extension 5135

VOLUNTEER ATHLETIC COACH PROCEDURES

To be approved as a volunteer athletic coach for any school in the Bristol Warren Regional School District, an individual must on an annual basis provide the following prior to being allowed at practices and/or games.

1. Meeting with the Athletic Director – potential athletic coach volunteers must meet with the Athletic Director and submit the following paperwork/certifications to the Athletic Director for consideration.
2. Collection of Paperwork/Certifications – all paperwork must be returned to the Athletic Director.
 - Coaching Application form (see attached).
 - Completed Volunteer Agreement (see attached). Note: Athletic Director will obtain the appropriate Principal signature(s).
 - Copy of RI Rules Test (annually).
 - Copy of First Aid and CPR Card.
 - Copy of NFHS Fundamentals of Coaching Certificate.
 - Copy of NFHS Concussion Certificate (annually).
 - Processed Background Check.
 - a. Complete, sign and date the attached Authority for Release of Information form.
 - b. Athletic coach volunteers who plan to volunteer at Mt. Hope High School must bring the completed form in person to the Bristol Police Department, along with a valid photo ID.
 - c. Athletic Coach volunteers who plan to volunteer at Kickemuit Middle School must bring the completed form in person to the Warren Police Department, along with a valid photo ID.
 - d. The processing fee for all District volunteers has been waived by both Police Departments. Note: Both Police Departments are open 24 hours.
 - e. The Police Department will process the background check and will mail/deliver the results directly to Kimberly Aguiar, Police Liaison, who will oversee the volunteer approval process.
3. Once all paperwork/certifications have been received and if the volunteer is acceptable to the Athletic Director and Building Principal(s), the volunteer will be recommended to the Superintendent for approval by the School Committee. All completed forms/certifications must be attached to the recommendation.
4. The Athletic Director will be notified when a volunteer coach can begin. Only at that time will the volunteer coach be allowed at practices and games.
5. All completed forms/certifications will be kept in the Human Resources Office for safekeeping.

All questions regarding volunteers, the Volunteer Procedures or background checks should be directed to Kimberly Aguiar, Police Liaison, at Kimberly.Aguiar@bwrso.org or 253-4000, Extension 5135.