



**School District of Waukesha Co-Curricular Athletic Contract**

Name: \_\_\_\_\_

Position: \_\_\_\_\_

The individual listed will serve in the above position during the WIAA Regulation Season for the 2016-2017 school year. Hours worked in a co-curricular position are reasonably expected not to exceed [redacted] hours per week for the duration of the regulation season. In accepting this position, the individual listed understands they are considered a variable hour employee and are not eligible to enroll in the Benefit Program with The School District of Waukesha. As a variable hour employee they are subject to the look-back and stability requirements under the Affordable Care Act for compliance purposes.

The conditions of this contract are listed below. The above individual agrees to:

Common Points

- Complete W-4 and I-9 forms, if not currently on the School District of Waukesha payroll.
- Complete a Volunteer Driver's form every year.
- Reserve facilities for practice or meeting times (filling out all necessary paperwork) in the Activities Office.
- Monitor the eligibility of participants, both academically and otherwise.
- Supervise students/athletes at all times.
- Supervise assistant coaches
- Assistants must be registered and sign off on all policies
- Review and follow the following district policies:
  1. 5131.1 Pupil discrimination
  2. 4120 Staff Student Relations
  3. 4111 Sexual Harassment & Tobacco Use
  4. 4116 Employee Alcohol and/or Other Drug Use
  5. 1314 Fund Raising
  6. 5.41.5 Suspected Child Abuse
  7. 6165 Student Privacy & Video and Media Access

Coaches

- Attend all required meetings called by the Activities Director. In addition, attendance will be expected at all other meetings, which are as follows:
  1. WIAA (or other regulatory body) Rules Interpretation Meetings
  2. Classic 8 Conference Meetings
  3. Seeding Meetings for Regional/Sectional play
  4. Scholar/Athlete Night
  5. Seasonal Coaches Meetings
  6. School Related Functions where athletics may be highlighted
- Attend a qualifying education program, to be paid for by the Activities Department, prior to serving the second year, if not licensed to teach.
- Communicate coaching philosophy, co-curricular conduct code, team rules and award requirements with parents in writing and at a meeting, within the first week of the season.
- Complete and turn in Bus Charter List at least one week prior to start of season.
- Coaches will review the Classic 8 Athletic Personnel Expectations

Advisors

- Complete a Program of Work for each semester.
- Fill out fundraising forms completely including financial information.
- Turn in your roster of students in your club or activity
- Attend all meetings called by Activities Director

I accept the above terms.

\_\_\_\_\_

Name

\_\_\_\_\_

Date

\_\_\_\_\_

\_\_\_\_\_

Date

Assistant Principal/Activities Director