

# Oak Ridge Schools

## Office of the Superintendent



## Administrative Procedure 2.404.4

### Additional Coach Paid by SSO

## **Additional Coach Paid by SSO - Administrative Procedure**

All coaches and the associated pay must be approved by the Superintendent or Designee. School Support Organizations are permitted to pay stipends to volunteer coaches and/or volunteers in certain circumstances as laid out below. **SSOs are NOT permitted to pay coaches bonuses or additional stipends over the BOE approved and published rates.**

The following overarching guidelines will be enforced:

1. An "Additional Coach Request" form must be completed by the primary coach and approved by the Athletic Director, Principal, Executive Director of School Leadership, and Executive Director of Finance;
2. The individual must complete required TSSAA trainings;
3. The individual must complete a background check (if not an employee);
4. The individual must complete all required annual Safe Schools trainings;
5. The SSO must have this type of expense as an allowable use of funds as part of the Bylaws of the organization;
6. The supplement cannot exceed \$2,000;
7. If the individual is an Oak Ridge Schools employee, any payment must be made through the ORS payroll process;
8. If the individual is not an Oak Ridge School employee, the SSO is responsible for making payment and issuing the individual a 1099 per IRS guidelines.

The following steps should be completed for all requests:

1. The "Additional Coach Request" form should be completed by the primary coach:
  - a. Amount of payment should align with published BOE salary supplements for the same coaching position as found in the annual budget;
  - b. Equitable sports check must be completed to ensure compliance with laws and BOE policies;
  - c. Non-employees must complete all items in section 3 prior to form submission;
2. Completed form (sections 1-4) should be submitted to the Executive Director of Finance for review and approval;
3. After review and approval, Executive Director of School Leadership will perform a final review and communicate approval or denial to the coach and athletic director;
4. Once final approval has been made, athletic director is responsible for reporting the coach to TSSAA per requirements laid out in the TSSAA Handbook.

To submit payment to Oak Ridge Schools employees:

1. Complete section 5 (page 2) of the Request form;
  - a. Include SSO contact information in event of questions;
  - b. Contact Payroll Department at 425-9050 for retirement rate of individual.
2. Submit copy of approved form with payment of the full amount of pay AND benefits to the Business Office.

Oak Ridge Schools reserves the right to withdraw the authorization of an additional coach at any time.