

Booster Club Coaching Contract

(Form Revised 12/22/14)

Name _____

School _____ Sport _____

Contract Days (total) _____

Starting Date _____ Ending Date _____

Amount of coaching stipend agreed to be paid by Booster Club and Booster Club Coach \$ _____
(I understand that the net amount paid will be less taxes and retirement if applicable)

I understand that I am not a full paid stipend coach. _____ (State Retiree ____ Yes ____ No)
(Initial)

I understand that I will be paid according to the season of the sport I coach (fall, winter, spring – see below)
AND there will be no partial payments made to me prior to that date. _____
(Initial)

Dates to be paid: **Fall Sports-** Nov. 15; **Winter Sports-** Feb. 15; **Spring Sports** – May 15

Caddo Parish Public Schools is not responsible for the coaching stipend paid to a Booster Club Coach. A Booster Club Coach is an additional coach compensated by Booster Club funds. This agreement is between the Booster Club, the School, and the additional coach. Booster Club Coaches are to follow all CPSB and LHSAA rules and regulations (i.e. training, annual certifications, etc.).

Payment Process: The Booster Club will submit a check payable to Caddo Parish Public Schools to the high school principal for the coach's stipend amount (plus any taxes and/or match for Medicare and retirement, if applicable). The high school principal then submits that check along with a PR2 and a copy of the Booster Club Contract to Caddo Parish Public Schools. The Caddo Parish School Board will process a payroll check for the stipend amount less taxes, Medicare, and retirement, if the employee is a member of the Teacher Retirement System of Louisiana.

I have read the above paragraphs and understand that the Caddo Parish School Board is not responsible for compensating Booster Club Coaches and will not be held liable for compensation disputes. I understand that this agreement for compensation is between the Booster Club and me. I also understand that if the total number of days are not worked, the stipend will be pro-rated according to the number of days worked and a letter of resignation must be submitted to the principal and the CPSB Payroll Department.

(Initial)

Signature – School Booster Club President

Date

Signature – School Booster Club Coach

Date

Signature – Appropriate Head Sport Coach

Date

Signature - Principal

Date

Copy Distribution: ____ School ____ Athletics Department ____ Booster Club Coach

ATTACHMENTS: ____ PR2 ____ School Check ____ DATE FORWARDED TO PAYROLL

Caddo Parish Public Schools
Booster Club Coaching Policy

Caddo Parish Public Schools recognizes that some School Booster Clubs within the District desire to hire additional coaches above and beyond the allotment specified by Caddo Parish Public Schools. If a School Booster Club desires an additional coach beyond the schools allotment, then that coach must be compensated utilizing School Booster Club funds (with mandated deductions). Caddo Parish Public Schools assumes no responsibilities for the coaching stipend to be paid to a School Booster Club coach other than the disbursement of funds and the withholding of mandated funds (i.e. Federal taxes, State taxes, deferred compensation, etc.). School Booster Club coaches are required to follow all Caddo Parish Public Schools and Louisiana High School Athletic Association Rules and Regulations (i.e. training, annual certifications, etc.).

PROCEDURES:

The School Booster Club, the School Booster Club Coach, School Sport Head Coach and the School Principal shall abide by the following procedures before the Booster Club Coach begins providing services:

1. The schools' Booster Club, Booster Club Coach, Head Coach and Principal shall execute the Booster Club Coaching Contract;
2. The school's Booster Club coach shall be fingerprinted and execute the appropriate employment documents in the personnel and payroll office of Caddo Parish Public Schools;
3. **Payment Process:** The school Booster Club will submit a check payable to Caddo Parish Public Schools to the high school principal for the coach's stipend amount (plus the match for Medicare and retirement if applicable). The high school principal (or designee) then submits that check, along with a completed PR2 and a copy of the Booster Club contract to Caddo Parish Public Schools Athletics Department. Caddo Parish Public Schools Payroll department will process a payroll check for the stipend amount (less taxes, Medicare, and retirement, if the employee is a member of the Teacher Retirement System of Louisiana) according to the pay schedule determined by the Athletics Department and the sport coached.
4. The School Booster Club Coach must complete and submit all required certificates of training **BEFORE** he/she begins working with student athletes.

Copy Distribution: ____ School ____ Athletics Department ____ Booster Club Coach

ATTACHMENTS: ____ PR2 ____ School Check ____ DATE FORWARDED TO PAYROLL