

# Booster Club Coaching Contract

(Form Revised 4/1/14)

Name \_\_\_\_\_

School **CAPTAIN SHREVE HIGH 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

**The Caddo Parish School Board is not responsible for the coaching stipend paid to a Booster Club Coach. A Booster Club Coach is an additional coach compensated by the Booster Club funds. This agreement is between the Booster Club and the additional volunteer coach. Booster Club Coaches are to follow all CPSB and LHSAA rules and regulations.**

**Payment Process:** The Booster Club will submit a check payable to the Caddo Parish School Board to the high school principal for the coach's stipend amount plus the match for medicare and retirement if applicable. The high school principal then submits that check along with a PR2 to the Caddo Parish School Board. 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 – Booster Club President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature - Booster Club Coach

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature - Head Coach

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature - Principal

\_\_\_\_\_  
Date

Copy Distribution: School, Athletic Supervisor, CPSB Payroll Dept., Booster Club, Booster Club Coach

Caddo Parish School Board  
Booster Club  
Coaching Policy

The Caddo Parish School Board recognizes that certain school Booster Clubs within the District desire to hire additional volunteer coaches above and beyond the allotment specified by the Caddo Parish School Board. If a Booster Club desires an additional volunteer coach, then that coach must be compensated utilizing Booster Club funds. The Caddo Parish School Board is not responsible for the coaching stipend to be paid to a Booster Club coach. Booster Club coaches are to follow all Caddo Parish School Board and Louisiana High School Athletic Association Rules and Regulations.

**Procedure**

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

1. The Booster Club, the Booster Club Coach, Head Coach and Principal shall execute the Booster Club Coaching Contract;
2. The Booster Club coach shall be fingerprinted and execute the appropriate employment documents in the personnel office;
3. Payment Process: The Booster Club will submit a check payable to the Caddo Parish School Board to the high school principal for the coach's stipend amount plus the match for Medicare and retirement if applicable. The high school principal then submits that check along with a PR2 to the Caddo Parish School Board. 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.