
VOLUNTEER COACHES AND SUPERVISORS

Background

Students benefit from opportunities to be involved in extracurricular activities. Division teachers are the preferred choice to lead such activities; however, the use of adult volunteers as supervisors and coaches may be a necessary alternative to allow such activities to proceed.

Notwithstanding this administrative procedure, Volunteer Coaches and Supervisors shall adhere to those procedures set out in Administrative Procedure 490 – Volunteers.

Definitions

Coaches and Supervisors: shall mean a person, other than an employee of the Division, who shares expertise with students on a school team, club, or activity for extended periods of time: whether or not that activity occurs during the regular school day.

Extra-Curricular Activities: shall mean those activities and/or events supported by the school staff and provided outside regular school hours.

In loco parentis: shall refer to individuals, acting in “the place of parents,” who are held to a standard of care requiring that they exercise wise and judicious decision making in the best interests of all students.

Off-Site Activities: means an instructional activity or a student activity that occurs at any place, and for any duration, away from the school or school grounds, as defined in Administrative Procedure 260 – Field Trips.

Procedures

1. Parents or community members may lead/supervise extracurricular activities, but only under the direct supervision of the Principal or designate.
2. Ensuring welcoming, caring, respectful and safe environments for students must be the primary consideration in the selection and use of volunteers to assist with extracurricular activities, in accordance with Board policy, administrative and school procedures.
3. Principals will be responsible for selection and approval of volunteers, establishment of roles and responsibilities, supervision, and maintenance of ongoing communication between the school and the volunteer.
4. Extracurricular activities involve a varying level of risk. As a result, a volunteer screening procedure must be in place to ensure that volunteers are suitable to be working with students and have the appropriate skills necessary to undertake the proposed activity.

5. All volunteer coaches and supervisors will complete the Annual Volunteer Registration Form (Form 490-01). Such forms will be kept on file at the school, to be updated annually, or as necessary.
6. For purposes of screening and selection of volunteer **supervisors/coaches**, the Principal or designate will interview prospective volunteers, conduct reference checks where appropriate, and **require** the successful applicant to provide a **Criminal Record Check with a Vulnerable Sector Check and a Child Welfare Intervention Check**.
7. Any fee incurred in order for the successful applicant to obtain a Criminal Record Check a Vulnerable Sector Check **or Child Welfare Intervention Check** will be borne by the school budget.
8. The Principal will be responsible for informing parents, prior to the commencement of the activity, if a volunteer(s) will be coaching or supervising students (under the supervision of the Principal or designate).
9. In addition to providing the approval for a community coach, the Principal or designate may require additional supervisors to accompany the activity before allowing it to proceed (e.g. provision of both male and female supervisors for co-ed activities.)
10. Each school year, volunteers must be provided with an orientation to address the following:
 - 10.1 School philosophy regarding the participation of students (e.g. selection, playing time, behaviour expectations, etc.);
 - 10.2 Use of school facilities and equipment;
 - 10.3 Supervision expectations;
 - 10.4 Discipline and referral procedures;
 - 10.5 Communication with parents;
 - 10.6 Finances and fundraising;
 - 10.7 Transportation procedures;
 - 10.8 Professional development opportunities; and
 - 10.9 Board Policies and Division Administrative Procedures that impact the operation of the proposed activity.
11. Verification that the volunteer supervisor/coach has been involved in an orientation session is to be completed, signed and kept on file in the school office (Form 490-01).
12. Volunteer supervisors/coaches are to be encouraged to avail themselves of professional development activities, specifically activities that will enhance the ability to deal with the needs of students involved in the activity (e.g. coaching certification clinics, first aid programs, ASAA Fundamentals of Coaching, Concussion in Sports).
13. Volunteer community coaches are expected to wear picture identification, provided through the Division.
14. The Principal or designate may deny or revoke permission to volunteer to participate as a community coach.

Reference: Section 11,33,52,53,196,197,222,256 Education Act
Child, Youth and Family Enhancement Act
Freedom of Information and Protection of Privacy Act
Respect in Sport

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