

# VOLUNTEER COACHES AND SUPERVISORS

(Agents of the Board)

### Background

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

Principals are responsible to the Superintendent for the administration of this administrative procedure.

### Procedures

1. All Division extracurricular activities are to be under the direct supervision of a Foothills School Division employee who is fully certified in *First Aid* and *Respect in School/Sport*. Adult volunteers, parents or other community members may lead/supervise extracurricular activities but only under the direct supervision of an employee of the Division.
  - 1.1 In exceptional circumstance, where an employee of the Division is unable to supervise extracurricular activities, an additional Sport Adult volunteer, parent or other community member, who is fully certified in First Aid may be appointed, by the Principal, to provide direct supervision.
2. Ensuring a safe and caring environment for students must be the primary consideration in the selection and use of volunteers to assist teachers with extracurricular activities, in accordance with school and Board policy and administrative procedures.
3. Principals shall 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 comprehensive 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 shall complete the Volunteer Agent Registration Form ([Form 491-1](#)), the Statement of Confidentiality ([Form 491-2](#)) and complete the [online Respect in Sport Program](#). Such forms shall be kept on file at the school, to be updated annually, or as necessary. Criteria surrounding the transportation of students in private motor vehicles can be found in [AP 553](#).
6. For purposes of screening and ensuring each volunteer is suitably qualified and capable of providing the required service through the selection of volunteer

supervisors/coaches, the Principal shall personally interview prospective volunteers, conduct reference checks where appropriate, and require the successful applicant to provide a Criminal Record Check (CRC) with vulnerable sector check.

7. Any fee incurred in order for the successful applicant to obtain a CRC shall be borne by the school.
8. If the CRC provided by the volunteer is one (1) or more years old, the volunteer must also complete an Offence Declaration ([Form 491-4](#)). This form is to be completed annually and kept on file at the school.
9. 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.
10. When a volunteer has been approved to lead or assist with a student activity, the Principal shall ensure that an orientation session occurs in which the following topics will be discussed:
  - 10.1 Any 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 Safety requirements as specified within the Physical Education Safety Guidelines of Alberta;
  - 10.4 Supervision expectations;
  - 10.5 Discipline and referral procedures;
  - 10.6 Communication with parents;
  - 10.7 Finances and fund-raising;
  - 10.8 Transportation procedures;
  - 10.9 Professional development opportunities; and
  - 10.10 Board policies and administrative procedures that would impact the operation of the proposed activity. Each orientation session should include AP170 – Bullying and *Threatening Behaviour*, AP350 – *Student Code of Conduct* and Policy 14 – *A Place for All*.
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 491-3](#)).
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).

Reference: Relevant Legislation & Guidelines

## Administrative Procedure 491 – Appendix A

### **Volunteer Coach Responsibilities – School Athletics**

1. Respect and adhere to the school Division and school's philosophy, rules, and regulations. He/she is to recognize that academics come first and that the Athletic Program is but one aspect of a student's education. The physical, academic and emotional well-being of the student has to be considered above all else.
2. Communicate Athletic policies and guidelines to his/her team members regarding player conduct, academic performance
3. All coaches are selected at the discretion of the Athletic Director in consultation with the school administration.
4. Community coaches must have a school staff member liaison unless approved as per exceptional circumstances noted in 1.1 above. The duties of the liaison are to be present at all contests and practices in an active supervisory role. Also, the liaison must assist in the communication between the athletics director and the coaches.
5. The coaches are responsible for the supervision of the facilities which they are using. When competing at a venue, the coach is responsible for the safe conduct to and from that venue. The coach should be the first to arrive and the last to leave.
6. The coach is responsible for enforcing and abiding by all rules and regulations as outlined by the league and the A.S.A.A. and tournament organizers. This information is to be provided by the Athletic Director.
7. Team selection should be carried out in a fair and equitable manner. Team selection policies and process shall be pre-determined by all department members and supported thereafter.
8. In the situation that an athlete is a member of a club team during a school sport season of play, the coaches must strive to keep communication open. Schedules should be shared, and compromise should be negotiated; always considering the best interest of the athlete. If conflict continues to exist, the Athletic Director should be advised, at which time a decision is to be made.

9. All gym time will be set at the discretion of the Athletic Director and the administrator responsible for shared use community booking. Priority will be given to the sport in season and/or those heading into playoffs.
10. The coach shall take a strong stand against the use of profanity, abusive or defamatory language, or any other unsportsmanlike conduct.
11. Coaches are to inform staff of a student-athletes absence for an athletic event in a timely fashion. This will allow teachers time to rearrange tests or assignments. Conversely, teachers are expected to give coaches fair warning if a student-athlete needs to miss a contest for academic reasons.
12. The coach should carry a copy of all team members' medical information with him/her and make sure that all injuries are reported to the Athletic Director. An incident report form must also be filled out for insurance purposes
13. The coach will have a parents' meeting to communicate all aspects of the school and coach's expectations for their child's involvement on a team.