

## **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.

### **Procedures**

1. Parents, community members or division staff, (other than teachers), may lead/supervise extracurricular activities, but only under the supervision of the Principal.
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 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 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 Registration Form (Form 490-1). Such forms shall be kept on file at the school, to be updated annually, or as necessary.
6. Volunteer coaches and supervisors are encouraged to complete the Respect in Sport Program.(Appendix)
7. For purposes of screening and selection of volunteer supervisors/coaches, the Principal or designate shall interview prospective volunteers, conduct reference checks where appropriate, and require the successful applicant to provide a Criminal Record Check and Child Intervention Records Check. Division staff are not required to submit another Criminal Record Check or Child Intervention Records Check as these are already on file at Central Office.
8. Any fee incurred in order for the successful applicant to obtain a Criminal Record Check and Child Intervention Records Check shall be borne by 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 (under the supervision of the Principal).

When a volunteer is new to the school and 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:

- 9.1 Any school philosophy regarding the participation of students (e.g. selection, playing time, behaviour expectations, etc.);
  - 9.2 Use of school facilities and equipment;
  - 9.3 Safety requirements as specified within the Physical Education Safety Guidelines of Alberta;
  - 9.4 Supervision expectations;
  - 9.5 Discipline and referral procedures;
  - 9.6 Communication with parents;
  - 9.7 Finances and fund-raising;
  - 9.8 Transportation procedures;
  - 9.9 Professional development opportunities; and
  - 9.10 Board policies and Division administrative procedures that would impact the operation of the proposed activity.
10. 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 491-1).
11. 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).

Adopted/Reviewed: JUN 2016/JUN 2019/NOV 2019

Reference: Section 11, 33, 52, 53, 196, 197, 222, 256, Education Act  
Freedom of Information and Protection of Privacy Act  
Physical Education Safety Guidelines of Alberta