

VOLUNTEER COACHES AND SUPERVISORS IN THE SCHOOL

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 such as supervisors and coaches may be a necessary alternative in our schools to allow such activities to proceed.

Procedures

1. Parents or community members may lead/supervise extracurricular activities, but only under the supervision of a volunteer Division staff member. The duties of the staff liaison are to be in the building at all games and practices in a supervisory role and available if a situation arises that requires division oversight.
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 provide overall oversight and the principal or designate shall be responsible for the approval of volunteers, conflict of interest, 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 outlined in the Volunteer Registration Form 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 Form 491-1 Volunteer Coach Registration Form. upon acceptance. Such forms shall be kept on file at the school, to be updated annually, or as necessary.
6. Volunteer coaches or supervisors 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, Respect in Sport Program or equivalent).

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 Vulnerable Sector Police Information Check and Child Intervention Record Check.
8. The Principal or designate will be responsible for informing parents, prior to the commencement of the activity, if a volunteer(s) will be coaching or supervising students.
9. When a volunteer is new to the school and has been approved to lead or assist with a student activity, the Principal or designate 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 [Safety Guidelines of Alberta Schools](#);
 - 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. 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.
11. Team selection should be carried out in a fair and equitable manner and void of conflict of interest. Team selection policies and process shall be pre-determined by coaches and evaluators and supported thereafter.
12. 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 (eg., busing, [Admin Procedure 552 - Student Transportation in Private Vehicles](#), [Form 552-1 - Volunteer Driver and Declaration](#),). The coach should be the first to arrive and the last to leave.
13. 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.

14. The coach shall take a strong stand against the use of profanity, abusive or defamatory language, or any other unsportsmanlike conduct.
15. Coaches are to inform staff of a student-athlete's 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.
16. 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 teacher representative or the Athletic Director. An incident report form must also be filled out for insurance purposes.
17. The coach and staff liaison will communicate to parents/guardians all aspects of the school and coach's expectations for their child's involvement on a team (eg. communication email and/or parent meeting.)

Reference:

Education Act, Section 11, 52, 53, 54, 197, 222, 256
Freedom of Information and Protection of Privacy Act
Physical Education Safety Guidelines of Alberta
Administrative Procedure 552 - Student Transportation in Private Vehicles
Administrative Procedure 552 - Form 552-1 Volunteer Driver and Declaration Form