

**VOLUNTEER COACHES AND SUPERVISORS
(Agents of the Board)**

Background

The Division believes students benefit from opportunities to be involved in extracurricular activities. Division school staff members 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. Principals are responsible to the Superintendent for the administration of this Administrative Procedure.

Procedures

1. 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.
2. 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.
3. 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.
4. All volunteer coaches and supervisors shall complete the following PRIOR to beginning:
 - 4.1 **Volunteer Coach/Supervisor - Agent Registration** (Form 270-1)
(signed by both the volunteer coach/supervisor and the Principal, to acknowledge an orientation session was completed)
 - 4.2 **Volunteer Coach/Supervisor - Confidentiality Declaration** (Form 270-2)
5. To add an Agent of the Board, a written request (letter/email) must be submitted by the Principal to the Superintendent along with a copy of forms 270-1, 270-2, and a copy of the criminal record check (with vulnerable sector).
6. Requests for Agent status must be completed and submitted to the Superintendent for approval on an annual basis.
7. Volunteer coaches and supervisors are encouraged to complete the *Activity Leader/Coach Program* online through *Respect in Sport*.
8. For purposes of screening and selection of volunteer supervisors/coaches, the Principal shall interview prospective volunteers, conduct reference checks where appropriate, and require the successful applicant to provide a Criminal Record Check (with Vulnerable Sector).
9. Any fees incurred in order for the successful applicant to obtain a Criminal Record Check (with Vulnerable Sector) shall be borne by the school.

10. If a volunteer applicant has a criminal record, the Principal will review suitability based upon:
 - 10.1 the type of charge or offence;
 - 10.2 the age of the charge or offence;
 - 10.3 the type of volunteer work the applicant is being considered for;
 - 10.4 whether the criminal record impacts on the applicant's ability to perform the volunteer duties;
 - 10.5 whether the behavior associated with the offence(s), if repeated, will pose a threat of physical or sexual abuse to children or others; and
 - 10.6 any other factor(s) which the Principal deems to be relevant.

11. If the Criminal Record Check (with Vulnerable Sector) provided by the volunteer (in subsequent years) is one (1) or more years old, the volunteer must complete a **Volunteer Coach/Supervisor - Offence Declaration** (Form 270-3).
 - 11.1 This form is to be completed annually and kept on file at the school, for up to five years.
 - 11.2 If the individual wishes to continue as a volunteer following the five-year period, a new Criminal Record Check (with Vulnerable Sector) must be supplied.

12. Any information about a volunteer gained through Forms 270-1 and 270-3, or the Criminal Record Check, shall be kept in strict confidence, used only for the purpose for which the information was provided and disclosed only in accordance with this administrative procedure and the *Freedom of Information and Protection of Privacy Act* (FOIP).

13. Completed copies of criminal record check, and other documents (forms 270-1, 270-2, and 270-3) shall be retained by the school for five years.

14. 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:
 - 14.1 supervision expectations;
 - 14.2 School Code of Conduct (discipline and referral procedures);
 - 14.3 school philosophy regarding the participation of students (e.g. selection, behaviour expectations, playing time, etc.);
 - 14.4 safety requirements as specified within the *School Physical Activity, Health & Education Resource for Safety* (<https://myspheres.ca/en/>);
 - 14.5 communication with parents;
 - 14.6 ASAA Coaching Code of Ethics;
 - 14.7 finances and fundraising;
 - 14.8 professional development opportunities;
 - 14.9 use of facilities and equipment; and
 - 14.10 understanding of relevant administrative procedures, including Transportation procedures, which would impact the operation of the proposed activity.

Reference: Section 33, 52, 53, 196, 222, 256 Education Act
 Freedom of Information and Protection of Privacy Act
 School Physical Activity, Health & Education Resource for Safety

Related APs: Provincial / Zone Competitions (AP 262)
 Student Accidents (AP 315)
 Student Code of Conduct (AP 350)
 Transportation in Private Vehicles (Field & Extracurricular Trips) (AP 559)
 Transportation - Teacher/Coach Driving Appointment (AP 567)

Forms: Volunteer Coach/Supervisor - Agent Registration (270-1)
 Volunteer Coach/Supervisor - Confidentiality Declaration (270-2)
 Volunteer Coach/Supervisor - Offence Declaration (270-3)

Amended: June 2023