

Administrative Procedure 491

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 coaches and supervisors may be a necessary alternative to allow such activities to proceed.

Procedures

1. Parents or community members may lead/supervise extracurricular activities, but only under the direct supervision of an employee of the Division.
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 the 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 Volunteer/Volunteer Coach Registration and Confidentiality Form annually. All documents pertaining to the application of a volunteer coach and supervisor will remain in the school for the balance of the school year.
6. Volunteer coaches and supervisors are required to complete one of the following online courses: Respect in Sport, NFHS Teaching and Modeling Behaviour Elective Course, or the NCCP Make Ethical Decisions Online Training Module.
7. For purposes of screening and selection of volunteer coaches/supervisors, the Principal or designate will interview prospective volunteers, conduct reference checks where appropriate, and require the successful applicant to provide a current (issued within the last twelve (12) months) Vulnerable Sector Check and Intervention Record Check.
8. Any fee incurred in order for the successful applicant to obtain a Vulnerable Sector Check and Intervention Record Check will be borne by the school.
9. Applicants who have a criminal record must have their application reviewed by the Associate Superintendent, Human Resources and Administration. The decision to accept or reject the application will be final.

10. 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 direct supervision of a Division employee).
11. When a volunteer coach or supervisor is new to the school and has been approved to lead or assist with a student activity (under the direct supervision of a Division employee), the Principal will ensure that an orientation session occurs in which the following topics will be discussed:
 - 11.1 Any school philosophy regarding the participation of students (e.g. selection, playing time, behaviour expectations, etc.)
 - 11.2 Use of school facilities and equipment
 - 11.3 Safety requirements as specified within the Physical Education Safety Guidelines of Alberta found on the Alberta Education website
 - 11.4 Supervision expectations
 - 11.5 Discipline and referral procedures
 - 11.6 Communication with parents
 - 11.7 Finances and fundraising
 - 11.8 Transportation procedures
 - 11.9 Professional development opportunities and
 - 11.10 Board policies and Administrative Procedures that would impact the operation of the proposed activity
12. Volunteer coaches/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).

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

Form: 490-1 Volunteer/Volunteer Coach Registration and Confidentiality