

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 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.
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 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.
6. For purposes of screening and 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).
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 16 – *Welcoming, Safe, Caring, Inclusive, Respectful Learning Environments*.
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