

**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)
- To add Agent of the Board, a written request (letter/email) must be submitted to the Superintendent along with a copy of form 270-1.
 - 4.2 **Volunteer Coach/Supervisor - Confidentiality Declaration** (Form 270-2)
 - 4.3 Such forms shall be kept on file at the school, and completed annually.
5. Volunteer coaches and supervisors are encouraged to complete the *Activity Leader/Coach Program* online through *Respect in Sport*.
6. 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 (Vulnerable Sector) and an Intervention Record Check. Checks must be received and reviewed by the Principal prior to the volunteer role beginning.
7. Any fees incurred in order for the successful applicant to obtain a Criminal Record Check (Vulnerable Sector) and an Intervention Record Check shall be borne by the school.
8. If a volunteer applicant has a criminal record, the Principal will review suitability based upon:
 - 8.1 The type of charge or offence;

- 8.2 The age of the charge or offence;
 - 8.3 The type of volunteer work the applicant is being considered for;
 - 8.4 Whether the criminal record impacts on the applicant's ability to perform the volunteer duties;
 - 8.5 Whether the behavior associated with the offence(s), if repeated, will pose a threat of physical or sexual abuse to children or others; and
 - 8.6 Any other factor(s) which the Principal deems to be relevant.
9. If the Criminal Record Check provided by the volunteer is one (1) or more years old, the volunteer must also complete:
- 9.1 **Volunteer Coach/Supervisor - Offence Declaration** (Form 270-3)
 - 9.2 This form is to be completed annually and kept on file at the school.
10. Any information about a volunteer gained through Forms 270-1 and 270-3, or the Criminal Record Check and Intervention 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).
11. Completed copies of criminal and intervention record checks, and other documents shall be retained by the school for five years. In the event that the individual wishes to continue as a volunteer following the five-year period, new documentation must be supplied.
12. 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:
- 12.1 Supervision expectations;
 - 12.2 School Code of Conduct (discipline and referral procedures);
 - 12.3 School Philosophy regarding the participation of students (e.g. selection, behaviour expectations, playing time, etc.);
 - 12.4 Safety requirements as specified within the *Safety Guidelines for Physical Activity in Alberta Schools*;
 - 12.5 Communication with parents;
 - 12.6 ASAA Coaching Code of Ethics;
 - 12.7 Finances and fundraising;
 - 12.8 Professional development opportunities;
 - 12.9 Use of facilities and equipment; and
 - 12.10 Understanding of relevant administrative procedures, including Transportation procedures, which would impact the operation of the proposed activity.
13. Verification that the volunteer coach/supervisor has been involved in an orientation session is to be completed, signed and kept on file in the school office (Form 270-1).

Reference: Section 20, 27, 45, 60, 61, 113 School Act
 Freedom of Information and Protection of Privacy Act
 Safety Guidelines for Physical Activity in Alberta Schools

Related APs: Provincial / Zone Competitions (262)
 Student Accidents (315)
 Student Code of Conduct (350)
 Transportation in Private Vehicles (Field & Extracurricular Trips) (559)

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

Amended: November 2017