

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

#### **Background**

The Division believes students benefit from opportunities to be involved in co-curricular and extracurricular activities. In most cases, 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 beneficial supplement or 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. Use of volunteers shall not occur where it would be incompatible with this pre-condition. It shall also be the paramount consideration to the selection of volunteers.
2. Principals shall be responsible for approving the use of volunteers and for the 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. A volunteer screening procedure must be in place to ensure that volunteers are capable of working with students and have the appropriate skills necessary to undertake the proposed activity.
4. All volunteer coaches and supervisors shall not be permitted to engage in volunteer activities until they have completed the following:
  - 4.1 **Volunteer - Coach/Supervisor (Agents of the Board) 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 (Agents of the Board) Confidentiality Declaration**  
(Form 270-2)
5. Before engaging volunteers as an Agent of the Board, the Principal must submit a written request (letter/email) to the Executive Assistant - Superintendent along with a copy of forms 270-1, 270-2, and a copy of the *Criminal Record (with Vulnerable Sector) Check*, and must receive approval.
6. If the *Criminal Record (with Vulnerable Sector) Check* provided by the volunteer (in subsequent years) is one (1) or more years old, the volunteer must complete a **Volunteer - Coach/Supervisor (Agents of the Board) Offence Declaration** (Form 270-3).
  - 6.1 This form is to be completed annually and kept on file at the school for up to five (5) years.
  - 6.2 If the individual wishes to continue as a volunteer following the five (5) year period, a new *Criminal Record (with Vulnerable Sector) Check* must be supplied.

7. Requests for Agent status must be completed and submitted to the Executive Assistant - Superintendent for the Superintendent's approval on an annual basis.
8. Volunteer coaches and supervisors are encouraged to complete the *Activity Leader/Coach Program* online through *Respect in Sport*.
9. 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 (with Vulnerable Sector) Check*. Individuals cannot volunteer until they have been approved as Agents of the Board.
10. Any fees incurred in order for the successful applicant to obtain a *Criminal Record (with Vulnerable Sector) Check* shall be borne by the school.
11. If a volunteer applicant has a criminal record, the Principal will review suitability based upon the requirements at Steps 1-3 of this procedure and shall consider at least the following:
  - 11.1 the nature of the charge or offence;
  - 11.2 the age of the charge or offence;
  - 11.3 whether a pardon was granted;
  - 11.4 the type of volunteer work the applicant is being considered for;
  - 11.5 whether the criminal record impacts on the applicant's ability to perform the volunteer duties;
  - 11.6 whether the behaviour associated with the offence(s), if repeated, will pose a threat of physical or sexual abuse to children or others; and
  - 11.7 any other factor(s) which the Principal considers relevant.
12. Any information about a volunteer gained through Forms 270-1 and 270-3 or the *Criminal Record (with Vulnerable Sector) Checks* 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)*. The Principal shall not disclose this information to any person other than the Superintendent without prior approval from the Superintendent.
13. Completed copies of *Criminal Record (with Vulnerable Sector) Checks* and other documents (forms 270-1, 270-2, and 270-3) shall be retained by the school in a secure physical or electronic location for five (5) years. The Executive Assistant - Superintendent will keep an electronic version.
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 (<https://myspheres.ca/en/>)

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 (Agents of the Board) Agent Registration 270-1  
 Volunteer - Coach/Supervisor (Agents of the Board) Confidentiality Declaration 270-2  
 Volunteer - Coach/Supervisor (Agents of the Board) Offence Declaration 270-3