

<b>Administrative Procedures Manual</b>	<b>Administrative Procedure 491</b>
	<b>Volunteer Coaches and Supervisors</b>
Page 1 of 2	APPROVED: September 2013
	AMENDED/REVIEWED: September 2019
LEGAL REFERENCE:	Section 11, 52, 53, 197, 222, 256 Education Act Freedom of Information and Protection of Privacy Act Physical Education Safety Guidelines of Alberta

## 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 supervisors and coaches 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 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 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 Coach/Supervisor Registration Form \(Form 491-1\)](#), the [Standard Code of Conduct – Volunteers \(Form 490-2\)](#), and [Volunteer Contractor Vendor and Third Party Agency Confidentiality Undertaking \(Form 490-3\)](#) which shall be kept on file at the school, to be updated annually, or as necessary.
6. Volunteer coaches and supervisors are required to complete the [online Respect in Sport Program](#).
7. For purposes of screening and selection of volunteer supervisors/coaches, the Principal or designate shall interview prospective volunteers, conduct reference checks where appropriate, and require the successful applicant to provide a Police Information Check Level 1 and 2, Vulnerable Sector Check and Child Intervention Record Check.
8. Any fee incurred in order for the successful applicant to obtain Record Checks shall be borne by the school.

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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 (under the direct supervision of a Division employee).
10. When a volunteer 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 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 fundraising;
  - 10.8 Transportation procedures;
  - 10.9 Professional development opportunities; and
  - 10.10 Board policies and Division administrative procedures that would impact the operation of the proposed activity.
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.
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).