

Administrative Procedures Manual	Administrative Procedure 491
	Volunteer Coaches
	APPROVED: September 2013
Page 1 of 2	AMENDED/REVIEWED: September 2025, September 2019
LEGAL REFERENCE:	Section 1, 11, 31, 52, 53, 196, 197, 222 Education Act Guide to Education ECS to Grade 12 Access to Information Act (ATIA) Protection of Privacy Act (POPA) School physical activity, health & education resource for safety Administrative Procedure 490 – Volunteers

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.

Definition

Team staff: Any individual that is coaching, volunteering with athletes, or participating with athletes in any form.

Staff Liaison: A member of the school staff that will act as a liaison between the team coach and school to support communication, following appropriate administrative procedures, etc.

Staff Coach: A coach of an extra-curricular sports team that is a member of the school's staff.

Volunteer coach: A coach of an extra-curricular sports team that is not a member of the school's staff.

Procedures

1. Principals will determine, with input from students, what clubs/teams may exist in schools.
2. Extra-curricular activities may be led by non-staff volunteers. When groups are led by a non-staff volunteer a staff liaison will be assigned to support the connection to the school, support communication and adherence to appropriate procedures.
3. Principals will seek volunteers to coach teams from staff. When a volunteer coach (non staff member) is required, the following guidelines will be taken to support safe and responsible programing [AP490 - Volunteers](#).
 - 3.1. Principal will ensure reference check and interview prospective coach.
 - 3.2. Volunteer will complete the **Respect in Sport Activity Leader** training at the cost of the school.
 - 3.3. Volunteer will provide updated (to the current school year) Police Information Check Level 1 and 2.
 - 3.4. Volunteer will provide a Police Information Check with Vulnerable Sector Check
 - 3.5. Volunteer will provide a Child Intervention Record Check
 - 3.6. Volunteer will complete [Form 491-1 Volunteer Coach or Supervisor Registration Form](#), [Form 490-2 Standard of Conduct - Volunteers](#), and [Form 490-3 Volunteer, Contractor, Vendor and Third Party Agency Confidentiality Undertaking Form](#).

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- 3.7. Any fee incurred for the successful applicant to obtain record checks or training will be borne by the school.
4. Principal will inform parents and athletes when a volunteer is coaching and communicate the role of the liaison to support communication and questions.
5. Principal will ensure the completion of the team roster, including team staff using the template or similar [Form 262-1 Extra Curricular Program Roster Template](#)
6. When a volunteer is new to the school and 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:
 - 6.1. Any school philosophy regarding the participation of students (e.g. selection, playing time, behaviour expectations, etc.);
 - 6.2. Use of school facilities and equipment;
 - 6.3. Safety requirements as specified within the Physical Education Safety Guidelines of Alberta;
 - 6.4. Supervision expectations;
 - 6.5. Discipline and referral procedures;
 - 6.6. Communication with parents;
 - 6.7. Finances and fundraising;
 - 6.8. Transportation procedures;
 - 6.9. Professional development opportunities; and
 - 6.10. Board policies and Division administrative procedures that would impact the operation of the proposed activity.