

SD42 PROCEDURE 10310.3

VOLUNTEER COMMUNITY ATHLETIC COACHES

PURPOSE

To establish clear expectations, requirements, and oversight for the engagement of community coaches in school-based athletic programs, ensuring student safety, program quality, and alignment with District values and policies.

DEFINITIONS

Community Coach

An individual who is not an employee of the School District and who volunteers or is engaged to support or lead a school athletic team.

Teacher Sponsor

A certified teacher responsible for the overall supervision of a school athletic team and for ensuring compliance with District policies and procedures.

GUIDING PRINCIPLES

- Student safety and well-being are paramount.
- School-based athletics are an extension of the educational program.
- The Board's duty of care is exercised through school-based staff.
- Community coaches provide valuable expertise and support, under the direction and authority of the Principal.
- All coaching practices must align with District expectations for respectful, inclusive, and safe learning environments.

APPROVAL AND ENGAGEMENT PROCESS

Prior to engaging in any coaching activities, community coaches must:

- Complete required [application](#) and commitment documentation
- Provide references satisfactory to the Principal
- Be approved by the Principal (or designate)
- Complete a Criminal Record Check (in accordance with [Volunteers Policy 10310](#) and [Procedure 10310.1](#))
- Participate in an orientation with the Teacher Sponsor facilitated by the Principal or designate and the Athletic Director

No individual may begin coaching activities until all requirements are complete and approval has been granted.

TRAINING AND REQUIREMENTS

Community coaches must complete prior to starting role:

- Complete [Safe Sport Training by Coaching Association of Canada](#) prior to coaching
- Complete [Concussion Training](#) as mandated by BC School Sports prior to coaching
- Review and acknowledge:
 - District policies and procedures
 - Athletic department expectations
 - Applicable codes of conduct

Community coaches are encouraged to complete:

- National Coaching Certification Program training relevant to the sport
- [National Coaching Certification Program Making Ethical Decisions](#)

ROLES AND RESPONSIBILITIES

Principal

- Approves and supervises community coach engagement
- Ensures all procedural requirements are met
- May revoke approval at any time

Teacher Sponsor

- Maintains overall responsibility for the team
- Provides supervision, guidance, and support to the community coach
- Ensures compliance with District expectations
- Participates in evaluation of the community coach

Athletic Director

- Supports coordination and oversight of athletic programs
- Assists with onboarding and monitoring of community coaches

Community Coach

- Works under the direction of the Teacher Sponsor, Athletic Director, and Principal
- Adheres to all District expectations and codes of conduct
- Maintains professional boundaries and prioritizes student safety
- Demonstrates positive coaching practices aligned with educational values

SUPERVISION MODEL (GRADUATED RESPONSIBILITY)

Year 1 – Full Supervision

- Community coaches must be supervised and supported at all times by the Teacher Sponsor during all practices and team activities.
- The Teacher Sponsor must be present and actively engaged in all coaching sessions.

Year 2 and Ongoing – Conditional Independence

A community coach may be permitted to lead and facilitate practice sessions independently (without the direct presence of the Teacher Sponsor) if:

- They have completed at least one full year of coaching service; and
- No areas of concern have been identified; and
- Positive performance has been confirmed by:
 - Teacher Sponsor
 - Athletic Director (where applicable)
 - Principal

Approval for independent practice leadership is granted annually at the discretion of the Principal.

Game Supervision

A Teacher Sponsor must be present at all games and competitions, both on-site and off-site. Community coaches may not supervise games independently.

A community coach may be authorized to supervise a game without the direct presence of the Teacher Sponsor only under the following exceptional conditions:

- The community coach has completed a minimum of two consecutive years of exemplary service within the District;
- No areas of concern have been identified, and performance has been formally affirmed by:
 - Teacher Sponsor
 - Athletic Director (where applicable)
 - Principal;
- The Principal and zone lead has granted explicit, case-by-case authorization for independent game supervision;
- Informed consent has been obtained in advance from all participating students' parents/guardians, clearly indicating:
 - that a community coach will supervise the game without a Teacher Sponsor present;
 - the nature and context of the supervision arrangement;
- All other District requirements related to student safety, supervision, transportation, and emergency procedures are fully in place.
- This provision does not apply to overnight games, tournaments, or travel. A Teacher Sponsor must be present for all overnight activities without exception.

CONDUCT AND EXPECTATIONS

Community coaches must:

- Adhere to District and school codes of conduct
- Maintain respectful, inclusive, and professional relationships
- Ensure safe physical and emotional environments for students
- Follow all procedures related to:
 - Student supervision
 - Transportation
 - Field trips ([Level 1 8901.1](#) and [Level 2 8901.2](#))
 - Injury and incident reporting

Any breach of expectations may result in immediate removal.

MONITORING AND EVALUATION

- Community coaches will be reviewed periodically by the Athletic Director and/or Principal or designate
- Feedback may be gathered from students, staff, and parents/guardians where appropriate
- Continued involvement is contingent on satisfactory performance and adherence to expectations

AUTHORITY AND REMOVAL

- Community coaches serve at the discretion of the Principal
- The Principal may suspend or terminate a community coach's involvement at any time, with or without cause, in the interest of student safety and program integrity

RELATED POLICIES AND PROCEDURES

- [Policy 10310 Volunteers](#)
- [Policy 9100 Student Code of Conduct](#)
- [Policy 8901 Field Trips](#) and [Procedures 89101.1 Level 1 Fieldtrips](#) and [89101.2 Level 2 Fieldtrips](#)
- [British Columbia School Sports Handbook and Regulations](#)

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