

SD 42 PROCEDURE: 10310.3

VOLUNTEER COMMUNITY COACHES

1. SCOPE

1.1 This procedure addresses how volunteer community coaches are selected, organized, directed and supervised by the school district.

1.2 The school district is responsible for supervision of students during instructional time and must manage any activities organized by volunteer community coaches.

1.3 A “volunteer community coach” is defined as any individual who coaches a school team and is not a school district employee who is a Teacher Regulation Branch of BC certificate holder.

2. SELECTION OF VOLUNTEER COMMUNITY COACHES

2.1 Individuals interested in becoming volunteer community coaches must submit a Volunteer Application form accompanied by all applicable certifications to the Principal.

2.2 Individuals interested in becoming volunteer community coaches must complete a Criminal Records Check as part of the application process.

2.3 Individuals interested in becoming volunteer community coaches are interviewed by the Principal (in consultation with Athletic Coordinators where applicable) to:

- a) determine ability to work appropriately with the identified age group of students at the school;
- b) identify specific training/competence in the selected sport (which may need to be verified by external resource personnel);
- c) review the Criminal Records Check; and,
- d) obtain additional information regarding experience, qualification and certification of the applicant.

2.4 A volunteer community coach’s services may be terminated at the discretion of the Principal.

3. SUPERVISION OF VOLUNTEER COMMUNITY COACHES

3.1 A community coach must have a staff sponsor (i.e. Educators-in- Charge) who may be a principal, vice-principal or teacher.

3.2 Educators-in- Charge are expected to be in the building during practices; if unavailable, they must arrange for a designated staff contact to be on site. Educators-in- Charge must be present at all games, tournaments and travel events. Educators-in- Charge

must make their presence known to opposing coaches/sponsors and tournament/event organizers. The Assistant Superintendent may waive in writing this requirement, except for events involving overnight travel.

3.3 Parents are to be advised of all travel and supervision arrangements.

4. ORIENTATION

4.1 The Principal or designate will ensure that volunteer community coaches are oriented as to:

- a) obligations and responsibilities of staff, volunteers and students;
- b) school procedures related to safety, emergencies, and the reporting of incidents;
- c) school calendar;
- d) applicable school district policies and procedures; and,
- e) confidentiality requirements.

5. RESPONSIBILITIES OF VOLUNTEER COMMUNITY COACHES

5.1 The volunteer community coach must maintain records and report to the Principal or designate on a regular basis about the program and schedules of the team.

5.2 The volunteer community coach must be present at all team practices, games, tournaments and travel events. All absences must be reported to the Educator-in-Charge.

5.3 The volunteer community coach must advise parents of all travel and supervision arrangements.

5.4 The volunteer community coach must maintain respectful interactions with students, parents, staff and the school community.

5.5 The volunteer community coach must advise the Principal of any team fundraising activities and obtain approval for the proposed fundraising activity from the Principal before initiating the fundraising campaign.

5.6 The volunteer community coach must ensure that all funds collected on behalf of the team are deposited into a school bank account.

5.7 The volunteer community coach must ensure that all disbursements made on behalf of the team must be approved by the Educator in Charge and the Principal.

5.8 The volunteer community coach must comply with the BC School Sports Code of Conduct.

5.9 The volunteer community coach must familiarize themselves and observe all applicable school district policies and procedures.

6. DOCUMENTATION

6.1 A Volunteer Application form is provided for schools to facilitate documentation, selection and authorization of volunteers. This documentation is to be retained in the school's file and updated each school year or when the information provided changes.

RECEIVED FOR INFORMATION: December 6, 2017