

## Administrative Procedure 391

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### VOLUNTEER COMMUNITY COACHES

#### Background

Students benefit from opportunities to be involved in extra-curricular activities. While the Superintendent advocates the belief that employees are the preferred choice to lead such activities, the use of adult volunteers as community coaches may be a necessary alternative to allow such activities to proceed.

Notwithstanding this administrative procedure, Volunteer Community Coaches shall adhere to those procedures set out in **Administrative Procedure 390 Volunteer Requirements and Vulnerable Sector Checks**.

#### Definitions

Community Coach: shall mean a person, other than an employee of the Division, who shares expertise with students on a school team, club, or activity for extended periods of time; whether or not that activity occurs during the regular school day.

Extra-Curricular Activities: shall mean those activities and/or events supported by the school staff and provided outside regular school hours.

In loco parentis: shall refer to individuals, acting in “the place of parents”, who are held to a standard of care requiring that they exercise wise and judicious decision making in the best interests of all students.

Off-Site Activities: means an instructional activity or a student activity that occurs at any place, and for any duration, away from the school or school grounds, as defined in **Administrative Procedure 260 Off-Site Activities**.

#### Procedures

1. The principal shall be responsible for the selection and approval of volunteers, the establishment of roles and responsibilities, supervision and maintenance of ongoing communication between the school and the volunteer.
2. The Principal shall ensure that all persons acting as volunteer community coaches in the Division are expected to know and adhere to all applicable Board policies, administrative procedures and related school procedures.

3. All volunteer community coaches shall complete an Annual Volunteer Registration Form at the time for their original request to volunteer.
4. The Principal must determine that the volunteer coach possesses a level of expertise related to the activity that they will be involved with. All volunteer coaches and supervisors shall complete the Volunteer Supervisor/Coach Registration Form and the Declaration of Confidentiality. Both forms are available at all division schools. Completed forms shall be kept on file at the school, to be updated annually, or as necessary.
5. For purposes of screening and selection of community coaches, the Principal or designate shall personally interview prospective community coaches, conduct reference checks where appropriate and ask the prospective community coach to provide a *Vulnerable Sector Check*.
6. An individual approved as a volunteer community coach shall be so informed by the Principal in writing (including email).
7. The principal shall inform parents prior to the commencement of the activity if a volunteer(s) will be coaching or supervising students without the assistance of a teacher.
8. If the volunteer community coach is not working directly with or under the supervision of a staff member, the Principal shall accept responsibility for the activity.
9. Principals shall ensure that persons acting as community coaches:
  - 9.1 Have the knowledge, skill and attributes necessary to perform their described role.
  - 9.2 Have had an opportunity to discuss, with the Principal or designate:
    - 9.2.1 The school philosophy regarding the participation of students (i.e. selection, playing time, behavior expectations, etc.);
    - 9.2.2 The use of school facilities and equipment;
    - 9.2.3 Policies and procedures pertinent to the supervision of students and supervision expectations;
    - 9.2.4 Proper discipline and referral procedures;
    - 9.2.5 The process of communication with parents;
    - 9.2.6 Procedures with respect to finances and fund-raising;
    - 9.2.7 Transportation procedures;
    - 9.2.8 In-service opportunities; and
    - 9.2.9 Other items, as deemed prudent by the Principal.

10. In addition to providing the approval for a community coach, the Principal or designate may require additional supervisors to accompany the activity before allowing it to proceed (e.g. provision of both male and female supervisors for co-ed activities).
11. In the event a school team coached by a volunteer reaches zone or provincial competition, the team may participate only if Alberta School Athletics Association (ASAA) regulations regarding teacher supervision are met. Unless otherwise authorized by the Superintendent, supervisors assigned to supervise/coach for zone or provincial competition shall be employees of Northern Gateway Public Schools.
12. Volunteer supervisors/coaches should be encouraged to avail themselves of professional development activities, specifically activities that will enhance their ability to deal with the needs of students involved in the activity (e.g. coaching certification clinics, first aid programs). Further, all volunteer coaches must complete the following ASAA online coaching courses with verification of completion required.
  - ASAA Fundamentals of Coaching
  - Concussion in Sports

Costs associated with ASAA Coaching Certification programs may be covered by school site budgets.

13. Volunteer community coaches are expected to wear picture identification, provided through the Division.
14. The Principal or designate may deny or revoke permission for a volunteer to participate as a community coach if the volunteer is deemed unsuitable for the role, is in breach of board policy or administrative procedure or behaves in a way that is contrary to the Division vision and mission.

Reference: Education Act 196, 197, 251	
	Date Approved: April 1, 2021
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References shall be updated as required and do not require additional approval.