

## **4290 Extraordinary (Volunteer) Coaches**

Policy 4290

STATUS: ADOPTED

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### *EXTRAORDINARY (Volunteer) COACHES*

Adopted: April 14, 2004

Last Revised: June 19, 2013

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#### Description:

The Board of Education believes that extra curricular activities for students, can enhance the education, commitment and development of students. Where qualified teaching staff are not available to supervise, coach, accompany students enroute, or attend extra curricular activities, a school approved volunteer may be permitted to carry out these responsibilities, providing the requirements set out in the accompanying regulations are met.

The Board acknowledges and appreciates the contributions, commitment and support of volunteers within schools.

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## Description:

1. In all cases, volunteers falling under the category of "extraordinary volunteer coach", must be approved by the Principal. Decisions made by the Principal will be based on these regulations and the determination by the Principal of the volunteer's suitability and capability with regard to the supervision of students.
2. Upon meeting the conditions within District regulation, extraordinary volunteer coaches may receive permission from the Principal to conduct practices, attend games, accompany students enroute to activities, and lead extra curricular activities with students. An extraordinary volunteer coach is a volunteer, prepared to undertake responsibility for any of the aforementioned duties.
3. Extraordinary volunteer coaches act under the jurisdiction of the school Principal, and are expected to report to the Principal (or designate). The Principal or designate will be responsible for establishing a level of supervision that ensures that the extraordinary volunteer coach continues to meet school, District, and provincial regulations, and that school expectations regarding "due diligence" is being exercised with regard to students.
4. All coaches who wish to achieve the status of "Extraordinary Volunteer Coach" with School District #59 students will have:
  - i) The permission of the school Principal to coach the students.
  - ii) Reached 19 years of age or older.
  - iii) A Criminal Record Check.
5. Extraordinary Volunteer Coaches will fall under two classifications:
  - i) Those who are coaching or supervising with sports activities or travel related to these activities.
  - ii) Those supervising or coaching or leading extra curricular activities that are not sports related (e.g. drama).
6. In coaching an organized sport, the volunteer coach will receive certification in a Coaches Certification Program involving the theory of coaching. Coaches of grades K-9 students will have a minimum of an NCCP "Community Sport" certification or equivalent. Coaches of grades 10-12 students will have a minimum of an NCCP "Competitive Sport" certification, or equivalent. The requirement for additional technical certification in a sport will be established by the Principal.
7. In the case where a club or event is not an organized sport (eg: drama club), s/he will demonstrate to the satisfaction of the Principal that he/she holds qualification in the desired areas, and that his/her skills will provide for the development of the students.
8. The Principal will be satisfied that the extraordinary volunteer coach will:
  - i) understand, and act to enforce the school code of conduct while on campus and during trips off campus;
  - ii) report any student misbehaviors to the Principal;
  - iii) understand and teach the current rules and recent practices associated with the sport or club to be coached;

- iv) develop coaching strategies, practices and expectations, that will cause effective practices, increase student skills, and reinforce the student's development;
  - v) effectively manage the associated risks to students and to the school district;
  - vi) promote healthy living practices with the students;
  - vii) live by the overriding principle, that the safety and well being of each student outweighs all other priorities;
  - viii) live by the highest standards of sportsmanship and integrity in all verbal, and non-verbal exchanges with students, staff, and with other competitors;
  - ix) inform parents in writing, of any intended travel and scheduled tournaments/games.
9. The Extraordinary Volunteer Coach will sign an agreement developed by the school, that commits him/her to carry out responsibilities described in these regulations, and that commits him/her to further carrying out responsibilities as described by the Principal or designate.

**The Principal or designate shall:**

1. Maintain regular contact with all extraordinary volunteer coaches to ensure that they have knowledge of the coach's plans, the progress of the teams and the problems that may occur.
2. Actively lead and mentor the coach in management of student behavior, meeting with the parents, the coach, and the team, to formalize school support.
3. Provide a timely response to problems or concerns that arise.
4. Develop a training session that will support volunteer coaches to:
  - i) understand and exercise the school code of conduct
  - ii) understand the duties associated with "due diligence" in the care and management of students
  - iii) understand and exercise options for managing student misbehavior when on campus or on a field trip to other campuses
  - iv) understand the liabilities and risks associated with working with students on campus and on field trips and exercise good judgment in minimizing risk
  - v) develop a range of planned responses to meet problems that may arise while on campus or on field trips (e.g. student does arrive at a specified time or place)
  - vi) establish practices for the reimbursement of expenses and the financial support of the team.
5. Ensure that supervision by qualified adults of both genders, will be provided when travel is planned (e.g. male coach and girls basketball team), and that current criminal record checks are on file for trip supervisors.
6. Inform in writing, all parents of students, and the students who are on a team or club where an Extraordinary Volunteer Coach is assigned, that the coach is not a teacher in the employ of the School District.
7. Inform in writing, all parents, that their son/daughter will be under the supervision of an extraordinary volunteer coach, when attending games or practices at the school, or while traveling to other communities.

In schools where there is not extraordinary volunteer coaches.

All other volunteer coaches must be under the sponsorship and ongoing supervision of a teacher. The sponsor teacher must also attend all practices and competitions that are conducted off the school campus.