
VOLUNTEER SUPERVISORS AND COACHES

Background

The Division recognizes that students benefit from opportunities to be involved in extracurricular activities. Although Division employees are the preferred choice to lead such activities, the use of adult volunteers as supervisors and coaches may be a necessary alternative to allow such activities to proceed. Ensuring a safe and caring environment for students shall be the primary consideration in the selection and use of volunteers for extracurricular 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. All volunteer coaches and supervisors shall complete the Volunteer Registration Form and the Statement of Confidentiality. The Principal needs to complete the Volunteer Registration Form in Applitrack for all volunteers.
3. For purposes of screening and selection of volunteer supervisors/coaches, where appropriate, the Principal shall personally interview prospective volunteers and conduct reference checks. Volunteers working with students and without the direct supervision of the Principal or a teacher shall be required to submit a current criminal record/vulnerable sector check to the Principal prior to an activity or supervision taking place.
4. Where the volunteer has been asked to provide a criminal record check, any fee incurred for the criminal record check shall be borne by the Division.
5. 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.
6. Volunteers will be considered agents of the Board and under the Division insurance plan while engaged in their volunteer tasks.
7. In the event that a volunteer coach and supervisor may be transporting students, it is the Principal's responsibility to ensure he/she complies with Administrative Procedure 557 Transportation in Private Vehicles.

8. When a volunteer has been approved to look after a student activity, the Principal shall discuss the following issues, where applicable, with the volunteer during an orientation session:
 - 8.1 Any school philosophy regarding the participation of students (i.e., selection, playing time, behaviour expectations, etc.);
 - 8.2 Use of school facilities and equipment;
 - 8.3 Supervision expectations;
 - 8.4 Discipline and referral procedures;
 - 8.5 Prohibited use of alcohol or illegal drugs while carrying out supervision responsibilities;
 - 8.6 Communication with parents;
 - 8.7 Finances and fund-raising;
 - 8.8 Transportation procedures; and
 - 8.9 Professional development opportunities.
9. Verification that the volunteer supervisor/coach has been involved in an orientation session shall be completed, signed and kept on file in the school office.
10. In Addition to providing the approval for a volunteer/coach, the Director will require volunteer coaches to be accompanied by a staff member for their first two years of coaching. After two years, the principal may make a request to the Director for the volunteer coach to no longer be required to be accompanied by a staff member. In exceptional circumstances, the Director may approve a volunteer in their first two years to coach without being accompanied by a staff member.
11. Principals have the right to request volunteer coaches and supervisors to withdraw their services where it is deemed to be in the interests of the students or school to do so.
12. As per Saskatchewan High School Athletics Association (SHSAA) bylaws the following individuals are eligible for approval as coaches or supervisors of high school (grades ten to twelve) athletic activities:
 - 12.1 Teachers previously employed by the Division;
 - 12.2 Active substitute teachers from the school;
 - 12.3 Other employees of the Division who work in the school as teacher aides or assistants; or
 - 12.4 Other individuals who have completed a National Coaches Certification Program: Introduction to Competition – Part A and B or have significant documented coaching experience.

Note: Volunteer coaching applicants and principals are to refer to the application process listed in the Coaching and Supervisors Bylaws in the SHSAA Handbook and Directory, including the completion of SHSAA form E-5.

13. Volunteer supervisors/coaches are to 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).

Reference: Sections 85, 87, 175, 231 Education Act
The Local Authority Freedom of Information and Protection of Privacy Act
Saskatchewan High School Athletics Association Handbook and Directory

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