

VOLUNTEER COACHES / SUPERVISORS FOR EXTRA / CO-CURRICULAR ACTIVITIES

Background

The Division recognizes that students benefit from the opportunity to be involved in school sponsored and approved extra/co-curricular activities. The Division also recognizes that the involvement of qualified adult volunteers or, in particular instances, student coaches may be beneficial/necessary for these activities to take place.

The Division supports the use of responsible and qualified adult volunteers to supervise or coach extra/co-curricular school clubs or teams. The Division also supports the use of student coaches providing there is authorized adult supervision at all times.

Procedures

1. Following discussion with the School Council, a Principal may choose to delegate coaching/supervision responsibilities to a volunteer who is not a teacher.
2. The Principal is responsible for ensuring that the volunteer coach/supervisor is suitably qualified and capable of providing the required service. The volunteer must meet all the requirements of Administrative Procedure 490 – Volunteers.
3. The Principal is expected to provide an orientation session for volunteers. At this session, philosophy will be discussed, guidelines established and procedures clarified. Principals, in providing an orientation for volunteers, shall be prepared to discuss the following:
 - 3.1 Philosophy;
 - 3.2 Playing time (if a team);
 - 3.3 Supervision expectations;
 - 3.4 Discipline procedure and referral;
 - 3.5 Communication with the home;
 - 3.6 Finances/fund raising;
 - 3.7 Transportation procedures;
 - 3.8 Use of school facilities and equipment.
4. The Principal is ultimately responsible for maintaining order and discipline at all club/team activities.
5. Prior to a team or club being coached or supervised by someone other than a teacher, a Principal shall call a meeting where parents and guardians will have an opportunity to meet the volunteer and discuss any concerns or expectations that each may have.

Reference: Section 20, 45, 60, 61, School Act