

Christ the Teacher Catholic Schools

ADMINISTRATIVE PROCEDURES

	400 – PERSONNEL & EMPLOYEE	CODE:	AP 491
SECTION:	RELATIONS		
PROCEDURE:	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, in accordance with the following Administrative Procedure.

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. For purposes of screening and selection of volunteer supervisors/coaches, the Principal shall personally interview prospective volunteers, conduct reference checks where appropriate, and ask the successful applicant to provide a Criminal Record Check with Vulnerable Sector Screening.
3. Where the volunteer has been asked to provide a CRC, any fee incurred for the CRC shall be borne by the Division.
4. Non-teacher and community coaches involved with Saskatchewan High Schools Athletics Association (SHSAA) activities must complete the approval process outlined by SHSAA regarding Non-Teacher and Community Coaches.
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. When a non-teacher and community coach has been approved, the Principal shall discuss the following topics with the volunteer during an orientation session:
 - 6.1 Any school philosophy regarding the participation of students (i.e., selection, playing time, behaviour expectations, etc.);
 - 6.2 Use of school facilities and equipment;
 - 6.3 Supervision expectations;

- 6.4 Discipline and referral procedures;
 - 6.5 Prohibited use of alcohol or illegal drugs while carrying out supervision responsibilities;
 - 6.6 Communication with parents;
 - 6.7 Finances and fund-raising;
 - 6.8 Transportation procedures; and
 - 6.9 Professional development opportunities.
- 7. 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. (Form 491.1)
 - 8. In addition to providing the approval for a volunteer supervisor/coach, the Principal 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).
 - 9. Volunteers who do not adhere to the policies and procedures of the school or school division may have their volunteer privileges terminated at the discretion of the Principal.
 - 10. Volunteer supervisors/coaches are 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, 108, 109, 175, 231 Education Act
Saskatchewan High School Athletics Association Handbook and Directory

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