

**School Volunteers/Coaches**

**Policy No. 305.3R**

**REGULATIONS**

**FORM: 305.3F – Volunteer/Coach Information/Application Form**

**BC SCHOOL SPORTS Coach Application Form**

**FORM: 305.3F – Driver Information Form**

**Definitions:**

**“Parent”** means a parent as defined in the *School Act*.

**“Volunteer”** is a parent or other person who has made a commitment to assist the school without expectation of compensation. (e.g. staff-member coach, community-member coach, hot lunch helper, classroom volunteer, etc.)

**“Sponsor”** is a district employee acceptable to the Principal/Vice Principal of that school who has agreed to supervise the volunteer and/or the community coach.

**1. Provision of Volunteer/Coaching Services**

- 1.1. The role of volunteers and coaches is to assist the school in providing curricular, extra-curricular and other school-related activities and services. Volunteers/coaches shall not be used to provide services that would result in the displacement of an employee.
- 1.2. All school-related volunteer/coaching activities must be approved in advance by the Principal/Vice Principal in consultation with the appropriate staff.
- 1.3. Staff members, parents and community members interested in volunteering or coaching should complete a “Volunteer/Coach Information/Application Form.”
- 1.4. All secondary-level coaches should, in addition to completing a “Volunteer/Coach Information/Application Form,” also complete a “BC School Sports Coach Application Form.”

Follow this link for the most current form:

[http://www.bcschoolsports.ca/sites/default/files/Community%20Coach%20Form\\_0.pdf](http://www.bcschoolsports.ca/sites/default/files/Community%20Coach%20Form_0.pdf)

- 1.5. All volunteers/coaches in the school must be approved by the Principal/Vice Principal as suitable individuals to work with or be in contact with children. Volunteers/coaches who may have unsupervised access to children must successfully complete the criminal reference check process. This should occur once every three years. However, if a volunteer/coach who works with students is charged with or convicted of a relevant offense subsequent to a criminal record check, the volunteer/coach must promptly report the charge or conviction to the principal. If a volunteer/coach has received a favorable criminal records review check (including a conviction, charge, outstanding charge or conditional or absolute discharge), yet the District has reason to believe, as a result of an investigation, that the volunteer/coach's services would pose a risk to the students of the district, the district reserves the right to refuse to accept the volunteer/coach's application.
- 1.6. Schools using volunteers/coaches shall ensure appropriate orientation and ongoing supervision specific to school and district codes of conduct, relevant policies, and instructions specific to students with medical conditions or other special circumstances.
- 1.7. Volunteers/coaches will be supervised by district employees. Activities within a classroom shall be coordinated with and be under the direction of the classroom teacher. Activities outside a classroom shall be coordinated with and be under the direction of the supervising staff member. Volunteers under 19 years of age must be under the direct supervision of a teacher/supervisor at all times.
- 1.8. Principal/Vice Principals or supervising staff members will inform parents when their child is working on a regular basis, whether on an individual or group basis, with a volunteer/coach.
- 1.9. Complaints about volunteers/coaches should be handled by a supervising teacher and/or the school Principal/Vice Principal or a person with general responsibility for volunteers/coaches.
- 1.10. A volunteer/coach's services may be terminated at the discretion of the Principal/Vice Principal.

**2. Expectations of Volunteers/Coaches:**

Volunteers/Coaches must:

- a) Adhere to the bylaws, policies and regulations of the Board, including the District Code of Conduct;
- b) Speak and act with respect;
- c) Deal judiciously with students;
- d) Respect complete confidentiality with regard to any student matters that they may come in contact with;
- e) Report all incidents of student or personal injury to staff; and,
- f) Maintain confidentiality with regard to personnel matters.

### 3. Special Provisions Governing Community Coaches

- 3.1. A community coach is a coach of a school team and is not a teacher or other staff member in the school district.
- 3.2. Community coaches must undergo a criminal record check.
- 3.3. A community coach must have a staff sponsor. A staff sponsor may be a principal, vice-principal, teacher, or another member of the Teacher Regulation Branch approved by the Principal/Vice Principal of that school.
- 3.4. Community coaches and their staff sponsors must comply with B.C. School Sports Association guidelines and policies.
- 3.5. Community coaches and their staff sponsors must comply with items 1.3. and 1.4. regarding application forms.
- 3.6. Community coaches must be determined by the Principal/Vice Principals (in collaboration with the Secondary Athletic Coordinators) to have the necessary ability to work with young people and the appropriate level of training required for the sport and age level in question, especially in high risk sports such as Gymnastics, Rugby and Wrestling. The qualifications of each community coach and other pertinent data should be recorded.
- 3.7. The Principal/Vice Principal and/or athletic director shall meet with each prospective community coach to discuss school athletic policy and school sport philosophy, ensuring that the community coach understands:
  - a) The expectations for the supervision of students;
  - b) Emergency protocol within the school;
  - c) Accountability for equipment, uniforms, finances;
  - d) League schedules and deadlines;
  - e) Practice times, restrictions, policies and access;
  - f) School and/or District travel policies and insurance requirements;
  - g) The BCSS Coach's Code of Conduct and procedures;
  - h) The BCSS Eligibility Policies and procedures;
  - i) The decision-making process and jurisdictional boundaries of the School, School District, Athletic Association, Sport Commission and BC SCHOOL SPORTS; and
  - j) Required paperwork for team and player registration and entry into events.

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- 3.8. The staff sponsor and/or the coach will report to the Principal/Vice Principal on a regular basis about the program and schedules of the team.
- 3.9. It is preferred that staff sponsors be on site during practices and competitions. When that is not possible, a written plan of supervision must be in place which will allow the Board to satisfy itself that the students are being properly supervised at practices and during competitions. The plan would vary based on the level of experience of the community coach and would specify the extent of direct supervision required and any other requirements which are necessary in the circumstances.
- 3.10. Community coaches under nineteen years of age must be under the direct supervision of a teacher sponsor at all times.
- 3.11. Student teachers operate, as in all other aspects of their placement, under the supervision of their sponsor teacher.

#### **4. Expenses**

Principal/Vice Principals may choose to reimburse expenses if requested and approved in advance by the Principal/Vice Principal in compliance with board policy.

#### **5. Driving School District Vehicles or Use of Private Vehicles**

If this involves driving students, the Principal/Vice Principal is responsible for registering the driver and/or private vehicle at the School District office by completing a “Drivers Information Form.” This registration will include the driver’s name, address and telephone number, with a copy of the driver’s driving abstract (from the local Motor Vehicle Branch), vehicle insurance, and driver’s license.

- 5.1. Schools should submit a request for authorization for the entire school year where appropriate. Once approved, the vehicle and driver would not need to be approved again for that school year as long as all information remains valid.