

# POLICY

SCHOOL DISTRICT NO. 53  
(Okanagan Similkameen)

## VOLUNTEERS/TEAM COACH/CLUB SPONSOR

**Reference:** G-4

**Revised:** November 24, 2010

### **Volunteers/Team Coach/Club Sponsor**

The Board of Education approves the practice of engaging competent volunteers to optimize student participation in interschool competition and other extra-curricular activities, and to help foster and extend positive student attitudes and behaviours.

Involvement of such volunteers is encouraged in activities for which the volunteer is qualified, and that benefits both the students and the school.

The Board authorizes Principals/Vice Principals to appoint volunteers/team coaches or club sponsors based on the parameters outlined in the Regulations.

Schools will endeavour to support volunteers/team coaches or club sponsors in the completion of their duties.

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The Board strongly encourages schools to use employees as sponsors for all student activities, but where it is not possible to find such a sponsor, or where the opportunity exists to use a volunteer/coach of proven ability, schools may do so. The Board supports the authority of the principal to appoint volunteers/coaches, who must be over 19 years of age, and the Board authorizes coaches to both coach and supervise school teams without an employee or administrator being present. The Board recognizes that some applicants will not be suitable for volunteering/coaching in a school. Before approval is given by the principal the following must be in place:

1. Completed Criminal Record Check and a current Driver's Abstract prior to any involvement with students. Costs for these will be reimbursed by the district upon receipt.
2. A completed "Volunteer/Coach Application Form".
3. Be interviewed by the principal with another administrator present.

Once a volunteer/coach has been approved, he/she must be provided with an orientation package that will include:

- i. An outline of school expectations in regards to standards expected of all volunteers/coaches, specifically in the areas of supervision, instruction and the custodial care of students.
  - ii. The process for reporting injuries and obtaining medical care, as well as dealing with student medical situations, including authority to administer medications.
  - iii. A copy of any rules and regulations that govern the activity to be undertaken by the volunteer/coach, as well as for coaches, a copy of the Coaches Code of Conduct as printed by B.C. School Sports if it involves any athletic endeavour.
  - iv. A copy of the School's Student Code of Conduct.
  - v. A discussion of fair play ideals and game skills.
4. The volunteer/coach will comply with all school expectations in regards to standards expected as above, specifically in the areas of supervision, instruction and the custodial care of students, including:
    - a. Reporting to the Principal on a regular basis about the program and schedules of the activity
    - b. Being present at all practices, games or concerts, and travel events
    - c. Advising the principal and parents of all travel and supervision arrangements as per Policy E4 (Field trips)
    - d. Making their presence known to tournament/event organizers.

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5. The principal will:
  - a. Convene a meeting with students and parents of an activity involving a volunteer/coach, to review school expectations for students and coaches, and to inform parents who the volunteer/coach will be.
  - b. Give consideration as to whether an employee should accompany the group on overnight trips within B.C., taking into account distance to travel, mode of travel, and supervision required during the trip.
  - c. Review the volunteer/coach's suitability at least twice during the season of the activity. If the principal deems the volunteer coach to be unsuitable in the role, the volunteer/coach will be relieved of all duties immediately.
  - d. For out-of-province/country trips a lead teacher must accompany the coach and student.