

SCHOOL DISTRICT NO. 53 (Okanagan Similkameen)

POLICY

No. G-4

Adopted: June 25, 2008
Amended: November 24, 2010
Amended: May 21, 2014
Reviewed: October 9, 2019
Reviewed: February 28, 2024

VOLUNTEER/TEAM COACH/CLUB SPONSOR/DRIVERS

Policy:

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/club sponsors or drivers based on the parameters outlined in the Regulations.

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

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REGULATIONS

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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/team coach/club sponsor/driver of proven ability, schools may do so. The Board supports the authority of the principal to appoint volunteers, who must be over 19 years of age, and the Board authorizes volunteers/team coaches/club sponsors/drivers to both coach and supervise school teams or clubs without an employee or administrator being present. The Board recognizes that some applicants will not be suitable for coaching or sponsoring in a school. Before approval is given by the principal the following must be in place for coaches, sponsors and drivers:

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/Team Coach/Club Sponsor/Driver Application Form".
3. Be interviewed by the principal with another administrator present.

Once a volunteer/team coach/club sponsor/driver has been approved, they must be provided with an orientation package that will include:

- i. An outline of school expectations in regard to standards expected of all volunteers/team coaches/club sponsors/drivers, 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/team coach/club sponsor/driver, 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/team coach/club sponsor/driver will comply with all school expectations in regard 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 E-4 Field Trips.
 - d. Making their presence known to tournament/event organizers.
5. The principal will:
 - a. Convene a meeting with students and parents of an activity involving a volunteer/team coach/club sponsor/driver, to review school expectations for students and coaches, and to inform parents who the volunteer/team coach/club sponsor/driver 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/team coach/club sponsor/driver suitability at least twice during the season of the activity. If the principal deems the volunteer/team coach/club sponsor/driver to be unsuitable in the role, the volunteer/team coach/club sponsor/driver will be relieved of all duties immediately.
 - d. For out-of-province/country trips a lead teacher must accompany the volunteer/team coach/club sponsor/driver and student.