



COACHES, VOLUNTEER COACHES / SUPERVISORS FOR EXTRA / CO-CURRICULAR ACTIVITIES

Background

Golden Hills School 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.

- Championship zones or provincials: ASAA – each school team must be coached or supervised by a teacher.
- All other events: ASAA - agent of the school division.

The division supports the use of responsible and qualified adult volunteers to supervise or coach extra/co-curricular school clubs or teams.

Procedures

1. 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 **AP 490: Volunteers**. All coaches should be familiar with the following - *ASAA handbook, safety guideline for physical activity in Alberta schools, safety guidelines for secondary inter-school athletics in Alberta*.
2. Transportation of participating students to/from school athletic events shall be in accordance with **AP 550: Transportation of Students** and **AP 551: Transportation of Students in Private Vehicles Operated by Volunteer Drivers**.
3. A Principal may choose to delegate coaching/supervision responsibilities to a volunteer who is not a teacher.
4. Students that are assisting with the team will always be supervised by an adult.
5. A teacher liaison is assigned to every team coached by a volunteer.
6. Field trip forms must be completed for all tournaments and game travel. A single field trip form can be used with an accompanying schedule for the season. Parents must be informed of any changes.
7. The principal must ensure an orientation session for community coaches is provided. At this session, philosophy will be discussed, guidelines established, and procedures clarified. Principals are required to provide an orientation for community coaches that discusses the following:
 - 7.1. Philosophy and playing time;
 - 7.2. Field trip form;
 - 7.3. Supervision expectations;
 - 7.4. Student behaviour expectations, discipline procedures and communication with administration;
 - 7.5. Communication with parents/guardians and students including the appropriate use of social media;
 - 7.6. Finances/fundraising;
 - 7.7. Transportation procedures – **AP 551: Transportation of Students in Private Vehicles Operated by Volunteer Drivers**;
 - 7.8. Use of school facilities and equipment;
 - 7.9. Tournaments and overnight stay conduct.

8. The principal is ultimately responsible for maintaining order and discipline at all school, club or team activities.

Reference:

- Section 20, 45, 60, 61, Education Act ASAA policy handbook