

GUIDELINES FOR VOLUNTEER COACHES

Background

It is recognized that volunteer coaches play an important role in athletics programs in our school district and that the expertise and skill provided is of great benefit to our students.

Procedures:

1.0 Coaching Requirements Elementary Schools:

- 1.1 Each team must be under the supervision of a teacher or other staff member *approved by the principal* from the school.
- 1.2 A parent/guardian and/or volunteer from the school may coach, but a school staff representative approved by the principal must be present (in the area) at all times.
- 1.3 The staff sponsor is ultimately responsible for the conduct of the players, coaches and spectators associated with their team.
- 1.4 Sponsor Teachers and Principals should review and formally agree upon the details and terms of “in-the-area” supervision within the specific context of the school or area being used.

2.0 Community Coaching Requirements Secondary Schools:

- 2.1 A community coach is defined as any individual who is not a school district employee who coaches a school team. This applies to a head coach(es) or assistant coach(es) of a school team either with or without a school district employee sponsor.
- 2.2 Community coaches must be determined by the administration (in collaboration with the Athletic Director) to have the necessary ability to work with 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. Community coaches must also undergo an annual criminal records check.
- 2.3 Community Coaches must complete the *Community Coaches Application Form* and criminal records check *annually* and submit copies to both the Athletic Director and administrator. The form will enable school representatives to determine the qualifications and suitability of the prospective community coach to supervise and coach students of school age and receive from the prospective community coach references and authorization to verify personal information and a criminal records check.

- 2.4 Community Coaches working with secondary age (Grades 8-12) students may work with students without the presence of a school district employee under certain conditions.
 - 2.4.1 Community coaches must complete the *Community Coaches' Application Form** and submit copies to both the Athletic Director and the school Principal.
 - 2.4.2 The community coach must obtain and share the results of a Police Information Check through the Vancouver Police Department or RCMP. (see *VSB Police Records Check* form) with the school Principal. *Please note that the Ministry of Justice Criminal Records Check is not sufficient for Volunteer Coaches.*
 - 2.4.3 The community coach must be a minimum of 19 years of age in order to be granted full coaching and supervision privileges.
 - 2.4.4 The community coach must complete Make Ethical Decisions, of the National Coaching Certification Program.
- 3. Community Coach and Staff Sponsors
 - 3.1 Where community coaches are in place, a VSB staff sponsor, a teaching staff member or an administrator, will report to the principal on a regular basis about the program and schedules of the team.
 - 3.2 Staff sponsors, where a community coach is in place, are expected to be in the building during games or should arrange for a designated staff contact for those games when the sponsor is not present. Staff sponsors must be present at and visible to the organizers of all games, tournaments and travel events of that team.
 - 3.2.1 In a secondary school, the administrator may choose to take responsibility for waiving this requirement with some community coaches at their discretion for games, tournaments and travel events not involving overnight travel.
 - 3.2.1.1 Parents should be advised of all travel and supervision arrangements.
 - 3.2.2.2 A Safety Plan must be in place and provided by the administrator to the community coach that includes contact information in the event of an emergency.
 - 3.3 Student coaches and coaches under nineteen years of age must be under the direct supervision of a teacher sponsor at all times.
 - 3.4 Student teachers operate, as in all other aspects of their placement, under the supervision of their sponsor teacher.

- 3.5 All community coaches must have documentation provided by the school that certifies them as a volunteer community coach. The volunteer community coach must have this documentation with them at all athletic events.

4.0 School Responsibilities:

- 4.1 The school Principal and/or Athletic Director should request and check at least two references for each Community Coach candidate. Reference checks should include questions about previous conduct, suspensions or probationary penalties served, technical skill and ability, age group and/or gender previously coached and degree of commitment and interest.

- 4.2 The school Principal and/or Athletic Director are required to meet with each prospective community coach to discuss school athletic policy and sport philosophy and to ensure that the coach understands.

4.2.1 the expectations for the supervision of students.

4.2.2 VSB and school emergency protocol within the school.

4.2.3 accountability for equipment, uniforms, finances.

4.2.4 league schedules and deadlines.

4.2.5 practice times, restrictions, policies and access.

4.2.6 school and/or District travel policies and insurance requirements

4.2.7 that overnight trips must have a school-based sponsor and must comply with the VSB field trip policy.

4.2.8 the BCSS Coach's Code of Conduct and procedures.

4.2.9 the BCSS Eligibility Policies and procedures.

4.2.10 the decision-making process and jurisdictional boundaries of the School, School District, VSSAA, Sport Commission and BCSS.

4.2.11 required paperwork for team and player registration and entry into events.

4.2.12 how and where to register for NCCP clinics.

- 4.3 Schools are required to provide a school based VSB employee who will sponsor the team and will assist with team organization and administration, including:

4.3.1 Schedules of games and practices.

4.3.2 Communication with parents/guardians and other teams.

- 4.3.3 Transportation arrangements for away games.
- 4.3.4 Supervision at away games (note that a teacher or administrator must attend any overnight trips).
- 4.3.4 Collecting player information forms (early dismissal or field trip forms) and player fees.
- 4.3.5 Organization of all logistics pertaining to tournaments.
- 4.3.6 Incident reports as needed, including reporting to the Athletic Director and Office First Aid Assistant, and working with these employees to file an on-line School Protection Plan (SPP) Report.
- 4.3.7 Responding to and reporting injuries, including informing administrators and working with administrators to inform parents/guardians, and follow up afterwards as appropriate.
- 4.3.8 Planning of overnight tournaments and field trips as per Administrative Procedure 260.
- 4.3.9 Player discipline issues
- 4.4 The school Principal will be responsible for ensuring that an administrator or a VSB designated employee with sufficient authority (such as a sponsor teacher) will be in the school during all home games and off site games, unless waived under 3.2, and that a school or district employee is present during all overnight events.
- 4.5 Principals and/or VSB team sponsors should be aware of, and incorporate, the following three categories of supervision:
 - 4.5.1 Constant visual: The supervisor is physically present, watching a single activity.
 - 4.5.2 Onsite: The supervisor is present, but not necessarily constantly viewing a single activity.
 - 4.5.3 In-the-area: The supervisor may be in one area while activity is taking place in another area nearby.
 - 4.5.4 Supervisors and Principals should review and formally agree upon the details and terms of “in-the-area” supervision within the specific context of the school or area being used.
- 5.0 It is strongly recommended that periodic observations of the Community Coach at practice and in competition be conducted by the Athletic Director and/or Principal.

Reference: Section 7.1, 17, 20, 22, 26.1, 65, 85 School Act
Freedom of Information and Protection of Privacy Act

Article G – Rules of Competition and Practice from the Vancouver Secondary School Athletic Association Handbook.

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