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## **Purpose/Background**

Students benefit from opportunities to be involved in extracurricular sports activities. Division teachers are the preferred choice to lead such activities; however, the use of adult volunteers as supervisors and coaches may be a necessary alternative to allow such activities to proceed.

## **Procedures**

1. Principals shall be responsible for selection and approval of volunteers, including coaches, establishing roles and responsibilities, supervision, and maintenance of ongoing communication between the school, volunteers, and coaches. Volunteers' participation in coaching or supervising an extra-curricular activity is subject to approval of the Principal and can be revoked at any time.
2. Parents or community members may coach school sports teams, but only under the direct supervision of an employee of the Division. The minimum age of a volunteer head coach for extracurricular activities shall be 21.
3. Ensuring welcoming, caring, respectful and safe environments for students must be the primary consideration in the selection and use of volunteers to assist with extracurricular sports activities, in accordance with Board policy, administrative and school procedures.
4. While volunteer coaches may gain valuable experience through community and club coaching, the goal when coaching school sport is to provide an environment where students grow and learn through participation in sport.
5. Sports involve a varying level of risk. As a result, a volunteer screening procedure must be in place to ensure that volunteers are suitable to be working with students and have the appropriate knowledge and experience necessary to undertake the proposed sport.
6. All volunteer coaches and supervisors shall complete the volunteer forms (AF490-A, B, and AF491-A). These forms shall be kept on file at the school, to be updated annually, or as necessary.
7. Volunteer coaches and supervisors must complete the online Respect in Sport Program and any other sport specific required training. (Appendix A)
8. For purposes of screening and selection of volunteer supervisors/coaches, the Principal or designate shall interview prospective volunteers, conduct reference checks (create a reference check) where appropriate, and require the successful applicant to provide a Criminal Record and Vulnerable Sector Check.
9. Any fee incurred in order for the successful applicant to obtain a Criminal Record and Vulnerable Sector Check shall be borne by the school.
10. The Principal will be responsible for informing parents, prior to the commencement of the sports activity, if a volunteer(s) will be coaching or supervising students

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11. When a volunteer is new to the school and has been approved to lead or assist with a sports activity, the Principal shall ensure that an orientation session occurs in which the following topics will be discussed:
- 11.1 Any school philosophy regarding the participation of students (e.g. selection, playing time, behaviour expectations, etc.);
  - 11.2 Use of school facilities and equipment;
  - 11.3 Safety requirements as specified within the School Physical Activity, Health and Education Resource for Safety (SPHERES) Supervision expectations;
  - 11.4 Discipline and referral procedures; opportunity to identify discipline process
  - 11.5 Communication with parents;
  - 11.6 Finances and fund-raising;
  - 11.7 Transportation procedures;
  - 11.8 Professional development opportunities; and
  - 11.9 Board policies and Division administrative procedures that would impact the operation of the proposed activity.
12. For RVSSA sports, once a volunteer is approved for a sport, their name and the sport must be communicated to the RVSSA Coordinator before the start of that season, who will maintain a divisional record of approved volunteer coaches.”
13. Concerns regarding a volunteer should be reported to the Principal, who must then consult with the Area Director responsible for RVSSA to determine the next steps.
14. Failure to comply with RVSSA Coaching Code of Conduct will result in one or more of the following:
- 14.1 Verbal reprimand
  - 14.2 Formal letter of concern to be determined by RVSSA Executive
  - 14.3 Suspension from one or more games to be determined by RVSSA Executive
  - 14.4 Removal from the volunteer position for the remainder of the season
  - 14.5 Ineligibility to coach in any school in RVS
  - 14.6 Other actions as deemed appropriate by the RVSSA Executive

**Reference:**

- RVS AF491-A Confidentiality/Non-Disclosure Undertaking – Volunteers
- RVS AF491-B Confidentiality/Non-Disclosure Undertaking – Others
- Section 11,33,52,53,196,197,222,256 Education Act
- Access to Information Act and Protection of Privacy Act
- Physical Education Safety Guidelines of Alberta

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## **Appendix A – RESPECT IN SPORT – COACH/ACTIVITY LEADER PROGRAM**

Web site <https://rvssport.respectgroupinc.com>

### **Registration Information:**

- Once at the site, the default language is English. Click the link "Français" to convert registration to French
- Select "Register a New User"
- Complete the displayed registration fields. All fields marked with a red X are mandatory and must be completed.
- For Username and Password, you may select any entries you wish however spaces may not be included in the entries. Respect Group Inc. recommends using your email address for the username as this is always unique to a single individual
- For the "Association", first select your school, followed by your sport, and if required, your level. Once the selections have been made, you must place a checkmark in the box labeled "Confirm your intent to associate with..."
- Please note, you may only make one association selection during registration. Once inside the system, click on the button "Profile" to modify your profile and add further associations
- Once registration is complete, select Submit at the bottom of the page. With successful registration, you will be taken directly into the program.
- Select the appropriate language button to access the program instructions and content

### **Re-Access:**

- Return to the website address above (same address as for registration)
- Enter your username and password in the selection boxes indicated
- Select "Login"
- For Username/Password assistance, click on Forgot Username? or Forgot Password? on the login page

### **General Information:**

- Respect in Sport makes use of Pop-Up windows within the program. Please ensure Pop-Up blockers are turned off or, when prompted, set to allow pop-ups from the identified web address.
- Once in the program, select Help if technical assistance is required. The Help files provide easy tools to provide assistance.
- Note: Due to a recent update by Safari, the Respect in Sport program is currently experiencing challenges with the Safari browser. If you experience difficulties with Safari, please select an alternate browser.

### **Reference:**

- Section 11,33,52,53,196,197,222,256 Education Act
- Access to Information Act and Protection of Privacy Act
- Physical Education Safety Guidelines of Alberta