

AP 300.4: Community Coaches

1. Definitions

- 1.1 “Parent or guardian” means a parent or guardian, as defined in the School Act,
- 1.2 A community coach is a person other than an employee, who has made a commitment which has been accepted by a school to assist the school by coaching a team at or for the school, without expectation of compensation.
- 1.3 A sponsor is an employee of the Board who acts as liaison with the school and is responsible for ensuring supervision of students.

2. Recruitment, Selection, Assignment and Supervision of Community Coaches

- 2.1 Recruitment, selection, assignment and supervision of community coaches will be done at the local school level. The Principal, or designate, shall be responsible for:
 - 2.1.1 Defining the roles of community coaches, in general terms;
 - 2.1.2 Screening, selection and interviewing where necessary, of community coaches;
 - 2.1.3 Orientation of community coaches;
 - 2.1.4 Decisions regarding the continuation or discontinuation of a community coach’s services or extra-curricular program.
 - 2.1.5 Overall supervision of community coaches; and,
 - 2.1.6 Discussion with community coaches of the expectation and rules for team members and community coaches, policy and procedures of the school district, as required.

3. Screening of Community Coaches

- 3.1 All prospective community coaches must complete a School Volunteer Information/Application Form, including a release to allow reference checks to be conducted.
- 3.2 The Principal, or designate, must review the information in light of the School Volunteers Screening Checklist and complete reference checks and/or the need to interview the potential community coach. A copy of the qualifications of the community coach and other pertinent data must be kept at the school.
- 3.3 All community coaches are required to undergo a criminal records check annually. The School District will pay the costs of a criminal records check where a fee is charged.

- 3.4 Should a criminal record search of a community coach or information from a law enforcement agency indicate a criminal offence or pending charge, the Principal shall notify the Superintendent who shall determine if the offence or offenses are such to prohibit participation as a school community coach. Criminal record information is only disclosed, as necessary, for making a decision on the suitability of the applicant.
- 3.5 A Community Coach's services may be terminated at the discretion of the Principal or Superintendent.
- 3.6 All information collected through reference checks, criminal record searches and interview is confidential information and will not be disclosed except as permitted within this procedure

4.0 Orientation

- 4.1 An orientation program for community coaches must be conducted by the Principal, or designate, prior to the first coaching responsibility. The orientation process must include:
 - 4.1.1 A general orientation to the school;
 - 4.1.2 Confidentiality requirements for community coaches;
 - 4.1.3 School code of conduct and relevant District policies and procedures, applicable collective agreement provisions; accident procedures, health and safety protocols and reporting of incidents;
 - 4.1.4 Directions specific to the individual's tasks, with particular attention to procedures relating to the safety of students.
 - 4.1.5 Where a community coach works directly with a student who has a medical condition that could foreseeably result in a medical emergency (e.g., anaphylactic shock) to which the community coach may have to respond, the coach shall be provided with appropriate information, with the consent of the student's parent/guardian or of the student, if of appropriate age and capacity.

5.0 Conduct of Community Coaches

- 5.1 Community Coaches are required to:
 - 5.1.1 Meet all the criteria of conduct and deportment required of School District staff, including the District harassment and non-discrimination policies.
 - 5.1.2 Not be under the influence of or in possession of illicit drugs or alcohol while students are under their care, while on extra-curricular trips or at any activities involving students.
 - 5.1.3 Maintain confidentiality and keep all information received and observations made about students, families and staff, within the confines of the school.
 - 5.1.4 Have no access to student records.

5.1.5 Direct all questions and concerns through school Principal.

5.1.6 Complaints about community coaches should be handled by the school Principal.

6.0 Special Provisions Governing Community Coaches

6.1 A community coach must have a staff sponsor. A staff sponsor may be a Principal, Vice-principal, teacher or District employee.

6.2 Community coaches and staff sponsors of secondary athletic teams must comply with the British Columbia School Sports' Association rules and regulations, and District procedures.

6.3 Community coaches must be determined by the administration to have the necessary ability to work with young 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. (See Policy No. 430 - Extra & Co-Curricular Travel).

6.4 The staff sponsor will report to the Principal and staff sponsor, on a regular basis about the program and schedules of the team(s).

6.5 Staff sponsors are expected to be in the building during practices or should arrange for a designated staff contact for those times when the sponsor is not present. Staff sponsors must be present at all games, tournaments and travel events of that team.

6.6 Parents/guardians must be advised of all travel and supervision arrangements.

6.7 Students who are coaches and coaches under nineteen (19) years of age must be under the direct supervision of a staff sponsor at all times.

7.0 Liability, Insurance and Expenses

7.1 Claims (other than for libel or slander) against community coaches for damages or acts or omissions in providing services for the Board are barred by the School Act, except where the community coach has been guilty of dishonesty, gross negligence and/or malicious or willful misconduct. The Board's liability insurance coverage applies to community coaches in the same way as it does to employees.

7.2 Where any incident or accident occurs that may conceivably give rise to a claim against a community coach or the School Board, the community coach must promptly provide all information to the school to enable the school to inform its insurers. Failure to do so may prejudice coverage.

7.3 Community coaches are responsible for their own injury coverage, unless the District has provided coverage.

7.4 No honorarium or fee for services may be paid to community coaches. However, community coaches may be reimbursed for expenses approved by the Principal.