

Statement of Policy

Greater Saskatoon Catholic Schools recognizes the value and expertise offered by community members who volunteer to serve as school coaches. We recognize that the safety and overall well-being of students is paramount when coaches are working with young athletes. In light of this and the important role assumed by school coaches, the assignment of coaches must occur with scrutiny and care.

Rationale

In accordance with the philosophy of the Saskatchewan High School Athletic Association (SHSAA), Greater Saskatoon Catholic Schools strongly encourages all schools to have division staff with appropriate expertise as head coaches of all school teams.

Where division staff are unavailable to coach and where additional coaching personnel are required, Greater Saskatoon Catholic Schools invites the involvement of non-staff volunteers, recognizing the value and expertise of community members to enrich the extracurricular lives of our students. Procedures and documentation found within this policy will form the guidelines for selecting and using volunteer (non-staff) coaches.

Whereas Greater Saskatoon Catholic Schools is a Catholic school division founded on the principles and values taught by the Catholic Church, non-staff volunteer coaches must respect and align their practice with such principles and values.

Authority

- Saskatchewan High Schools Athletic Association
- Criminal Records Act and Privacy Act

Definitions

Volunteer coach (non-staff): a volunteer coach (non-staff) herein referred to as volunteer coach is an individual approved by the school division with expertise in a particular athletic activity area to assist school teams or individuals with athletic programs. When a volunteer coach is a head coach of an activity, they may supervise students enrolled in the specified activity without direct staff supervision.

Procedures/Guidelines

In situations where no Greater Saskatoon Catholic Schools division employees are available, schools may utilize volunteer non-staff coaches under the following guidelines and requirements. All prospective volunteer non-staff coaches will require the following:

- A current Criminal Basic Criminal Record Check and Vulnerable Sector Check [within past six months), renewal required every calendar year. The Saskatoon Police Service will provide an interim Criminal Occurrence Security Check if the security check takes time to clear. Forms 1 and 2 attached will assist in the application process.

- Completion of Form 4: *Recommendation for Board Approval of Volunteer Coach* (non-staff).
- Completion of the appropriate documentation in the SHSAA Handbook as applicable (Form E-14 Authorization of the School Based Administration).
- Volunteer Coaches must follow the *Requirements for Drivers of Students on School Sponsored Activities* (Form 6).
- Completion of Form 7: Application for Automobile Driver Authorization
- Authorization of the designated superintendent.
- References from two individuals.
- Assigned school staff "link" or mentor.
- Submit all completed forms to the school principal.
- All volunteer coaches are bound by a code of confidentiality. It is inappropriate to discuss outside the scope of their duties information collectively or individually that comes to the individual as a result of the volunteer assignment.
- Volunteer coaches shall be covered by the school division's third-party liability insurance while engaged in their volunteer assignment. This coverage does not provide insurance for injury or damage to a person's vehicle while being driven.

Forms

Form 1: Letter to the Saskatoon Police Service

Form 2: *Criminal Occurrence Security Check* application

Form 3: Letter to the R.C.M.P. (For volunteers residing out of Saskatoon.)

Form 4: Recommendation for Board Approval of Volunteer Coach (non-staff).

Form 5: SHSAA Form E - 14 Declaration of Non-Faculty Coach

Form 6: Memorandum - Transportation of Students

Form 7: Application for Automobile Driver Authorization

Date Approved

September 2010

Amended

October 2014

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