

# **SCHOOL VOLUNTEER HANDBOOK**



**SCHOOL DISTRICT No. 73**  
**(Kamloops/Thompson)**

# WELCOME

Volunteers are an integral part in the operation of our School District. We thank you for your time and interest. The purpose of volunteers is to assist and support school personnel in providing quality school programs. Volunteers do make a difference and school staffs recognize volunteers as partners in developing an enriched and quality learning environment.

The first step to becoming a volunteer is to set up a meeting with the school Principal. This will enable a discussion about how your interests and strengths can be matched to the needs of the school and its students. The Principal will lead you through the formal application process and give you a thorough orientation to the school.

We thank you for your interest in becoming a volunteer and anticipate that you will discover your own personal rewards in working with students, teachers, and Principals in one of our District schools.

***“You give but little when you give your possessions ...  
it is when you give yourself  
that you truly give.”***

Kahlil Gibran

## TABLE of CONTENTS

Code of Conduct .....	2
Tasks for Volunteers .....	3
Expectations.....	4
Guidelines and Procedures .....	5
Student Behaviour and Discipline .....	6
Disclosure of Possible Abuse .....	6
School Protection Program – Liability Coverage .....	6-7
Appendix	
Standard School Calendar .....	9
SD #73 <i>Volunteer Policy and Volunteer Application Form</i> .....	10-11
<i>Volunteer Driver Form</i> .....	12
Summary: What a Volunteer Does.....	13
Some Suggestions: Learning and Working with Children.....	13
SD #73 <i>Code of Conduct Policy</i> .....	15
Community Coach Guidelines ( <i>Secondary</i> ) .....	16
Community Coach Guidelines ( <i>Elementary</i> ) .....	17-19

## I. CODE OF CONDUCT

- Volunteers operate in a position of trust. Personal information and behaviour pertaining to students must be kept confidential. Information exchanged between parents, teachers and students in the school is confidential information. Personal information learned about students and teachers is private information.
- School volunteers should show respect for human dignity; be appreciative of all racial, religious and ethnic groups; be accepting of individual differences and be courteous and fair in dealing with students. Appreciate that students have rights and aspirations.
- As a volunteer, you may be consulted by a parent of a student that you are helping. Always direct parent concerns to the classroom teacher. If concerns or problems arise, discuss the matter with your supervising teacher.
- The school relies on your dependable support. Attend at scheduled times and give notice of a pending absence or the inability to fulfill a commitment or assignment.
- While volunteering in a school, respect your own child's independence. Children may feel restricted if additional attention is given by volunteering parents.
- Volunteers deserve to be treated with respect by students and teachers. Should any concern develop, refer the matter to your supervising teacher.
- Administering discipline at school is the teacher's or administrator's responsibility, not the responsibility of a volunteer.
- Volunteers are committed to respecting school policies and procedures, performing assigned tasks to the best of their abilities and working cooperatively with staff.
- Volunteers are expected to behave honestly and with integrity, act with care and diligence and behave and dress appropriately.
- Volunteers should work according to their level of competency. As a volunteer, if you are confronted with a situation which you are unable to contend with or is beyond your role and responsibility, refer the matter to your supervising teacher or the school's administration.
- Volunteers are expected to observe safe work practices and report any hazard to their supervising teacher.
- Volunteers are asked to avoid waste or extravagance and make proper use of the resources of the school.

## II. TASKS FOR VOLUNTEERS

There are many different opportunities to help in a school. Below is a list of some volunteer tasks that may be of interest to a parent/guardian interested in being a school volunteer.

- Classroom support
- Resource room support
- Field trips
- Fundraising
- Music support
- Library support
- Hot lunch programs and canteens
- Safe arrival program
- Drivers for school trips
- Reading programs
- Coaching
- Guest speakers
- Project work for staff
- Tutoring
- Communications (telephone committees, newsletters, etc.)
- Parent Advisory Council (PAC)
- School Planning Council (SPC)
- Health programs
- Chaperones
- Crossing Guard Supervision

### III. EXPECTATIONS

#### ▪ **Volunteer Expectations**

- To be made to feel that the assistance given is worthwhile.
- To be treated with respect by students and staff.
- To be given a suitable assignment commensurate with the volunteer's area of interest and expertise.
- To be given clear instructions and any necessary training for specific assignments.
- To be given a proper orientation to the school with introductions to key personnel and information regarding parking and facilities.
- To be provided with support if any difficulty arises.

#### ▪ **School Expectations of Volunteers:**

- To follow the policies and procedures of your volunteer school.
- To be reliable and dependable.
- To understand that volunteers are in schools to assist and support teachers and staff, not to replace them.
- To be receptive to orientation and appropriate training and meetings.
- To maintain the highest standard of confidentiality and ethics.
- To work with those staff members that the volunteer has been assigned and for the volunteer to work with only those students that have been referred by the supervising teacher.

#### IV. GUIDELINES and PROCEDURES

- When volunteering, report to the main office to sign in and pick up a nametag. Coats can be left in the staff room closet, but do not leave valuables unattended. If prior arrangements were not made for parking, please check with the office for a designated parking area.
- When time permits, get familiar with the school policies and procedures. Become familiar with the total school environment. Ask for copies of the school calendar, school map and staff list. For long term volunteering, ask to see the school's growth plan.
- The staff room is often a workroom for teachers. Students are not allowed in this area.
- It is the expectation that all staff and volunteers dress appropriately for school with consideration to the type of activities happening on a particular day.
- Share your talents and experiences. If you have a particular skill that may be of some support to the instructional process, please make the supervising teacher aware of this possible help.
- It is important to know students. Try to learn the names of all the students you are helping. A student pictorial binder is available to help identify students.
- Help students tackle their work but do not do their work for them. If a student gets off-track, help them re-focus in a tactful manner.
- If you are going to use an office machine, please ask for help if you do not know how to operate a particular machine. If a staff member requires the use of a machine, you are asked to relinquish the machine to them.
- Familiarize yourself with fire alarm and all emergency procedures. If you are working with children outside the regular classroom, lead them out of the building by the nearest exit if the alarm sounds.
- Administering corrective discipline is the responsibility of teachers and administration.
- Please be aware of the District's *Hygiene Policy and Procedures* with respect to handling blood and other body fluids. Also check with your supervising teacher regarding allergies and medical issues you may be required to know.

## V. STUDENT BEHAVIOUR AND DISCIPLINE

School District #73 has a clearly defined set of policies and procedures regarding student behaviour and discipline. The school strives to provide a supportive, caring and orderly school environment that will enable students to develop skills and knowledge that will help them reach their full potential intellectually, socially and physically. Refer to the Appendix to review the School District's *Code of Conduct* (Policy 240-I).

## VI. DISCLOSURE of POSSIBLE ABUSE

It is a legal obligation to report any suspected case of child abuse. If a child indicates to a volunteer that he/she has been the victim of abuse, or if a volunteer has strong suspicions that a student may be an abuse victim, the volunteer must inform either the supervising teacher or the school's administration.

## VII. LIABILITY COVERAGE FOR VOLUNTEERS *(from: Administrator's Handbook to Schools' Insurance, Schools Protection Program, September 2008)*

Are volunteers covered under the liability program? There are 3 commonly raised questions concerning volunteers.

1. Are volunteers performing volunteer activities on behalf of the school district covered by the program?

*Yes. Volunteers' actions are covered while participating in any school board or school authorized and supervised activity.*

*However, not all situations that occur during off-site school activities will be considered part of the approved activity. For example, if during a school band tour, a volunteer or staff member decides to go to the store to buy some personal items and as a result becomes involved in an incident causing injury to a third party, coverage will not be available because the activity was of a strictly personal nature and unrelated to the volunteer's obligations to the students. The Program would not cover the volunteer.*

*Volunteers should be aware that they may have some personal legal liability exposures. These exposures may be insured under the liability section of homeowners or tenants insurance policies, or under an automobile policy. Volunteers should be advised to check with their own insurance agents.*

2. Are volunteer coaches, including volunteer coaches who receive an honorarium, covered by the Program?

*Yes, however coverage is limited to that time during which they are participating in school district activities.*

3. Are volunteers provided any medical or disability benefits if injured while volunteering?

*There is no medical or disability coverage for volunteers, unless it was specifically purchased by the school district. However, if they are injured by the actions of other people, they still have the right to sue. If the injury is automobile-related ICBC may provide coverage and ICBC should be advised.*

It is most important for volunteers to be advised that they are required to report all incidents to an administrative officer. Please refer to Section 5 for details. This is necessary both for purposes of guidance on the required procedures in the event of an accident, and for the Incident Report process.



# APPENDIX

## Standard School Calendar

From the *School Act*, sections 78 and 175

2006/07 to 2012/13

DESIGNATION	2006/07	2007/08	2008/09	2009/10	2010/11	2011/12	2012/13
Days in session	194	194	194	191	192	193	194
Minimum number of days of instruction	187	187	187	184	185	186	187
Maximum number of non-instructional days	6	6	6	6	6	6	6
Schools open	Sept 5	Sept 4	Sept 2	Sept 8	Sept 7	Sept 6	Sept 4
Thanksgiving Day	Oct 9	Oct 8	Oct 13	Oct 12	Oct 11	Oct 10	Oct 8
Remembrance Day	Nov 13	Nov 12	Nov 11	Nov 11	Nov 11	Nov 11	Nov 12
Schools close for Winter vacation	Friday Dec 22	Friday Dec 21	Friday Dec 19	Friday Dec 18	Friday Dec 17	Friday Dec 16	Friday Dec 21
Winter vacation period	Dec 25-Jan 5	Dec 24-Jan 4	Dec 22-Jan 2	Dec 21-Jan 1	Dec 20-Jan 3	Dec 19-Jan 2	Dec 24-Jan 4
Schools reopen after Winter vacation	Monday Jan 8	Monday Jan 7	Monday Jan 5	Monday Jan 4	Tuesday Jan 4	Tuesday Jan 3	Monday Jan 7
Schools close for Spring vacation	Friday March 16	Friday March 14	Friday March 13	Friday March 5	Friday March 18	Friday March 16	Friday March 15
Spring vacation period	March 19-23	March 17-21	March 16-20	March 8-12	March 21-25	March 19-23	March 18-22
Schools reopen after Spring vacation	Monday March 26	Wed March 26	Monday March 23	Monday March 15	Monday March 28	Monday March 26	Monday March 25
Good Friday	April 6	March 21	April 10	April 2	April 22	April 6	March 29
Easter Monday	April 9	March 24	April 13	April 5	April 25	April 9	April 1
Victoria Day	May 21	May 19	May 18	May 24	May 23	May 21	May 20
Administrative day	Friday June 29	Friday June 27	Friday June 26	Wed June 30	Thurs June 30	Wed June 29	Thurs June 28
Schools close	Friday June 29	Friday June 27	Friday June 26	Wed June 30	Thursday June 30	Friday June 29	Friday June 28

## SCHOOL DISTRICT NO. 73 (KAMLOOPS/THOMPSON)

### POLICY 536.1

Effective Date, September 22, 2008

#### VOLUNTEERS IN SCHOOLS

The Board of Education supports active parent/guardian involvement in the education of children, and therefore encourages parent or community volunteer participation as a complement to school programs.

Volunteer participation must be authorized by the principal and be responsible to the principal or school staff.

No paid staff position will be displaced or replaced by the use of volunteers.

#### REGULATIONS

1. Volunteers are visitors and must report to the school office on arrival at the school unless other arrangements have been made by the principal.
2. Volunteers must meet all of the criteria of conduct and deportment required of District staff and as outlined in the District Volunteer Handbook. Volunteers will be carefully screened and selected by the principal. Volunteers who are not directly supervised shall register with the school by completing the District [Volunteer Application Form](#).
3. Principals will require a criminal records check for potential volunteers in any situation or circumstance where the principal deems such checks to be appropriate. Such circumstances may include:
  - a) situations where volunteers are alone with children without the near company of other adults; and,
  - b) situations where there is minimal direct supervision by staff.
4. Where a volunteer is found to have a criminal record, the record and nature of the offence(s) will be referred to the Superintendent's Office. The Superintendent's Office will determine if the offence(s) are such to prohibit participation in District and/or school volunteer programs.
5. The District will pay the cost of criminal records checks required by the District.
6. When engaged in school activities, volunteers are covered by Schools Protection Program insurance and liability provisions.



School District No. 73 (Kamloops/Thompson)

# Volunteer Application Form

1383 – 9<sup>th</sup> Avenue, Kamloops, B.C. V2C 3X7 Telephone: 250-374-0679 Fax: 250-372-1183

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Telephone: (H) \_\_\_\_\_ (B) \_\_\_\_\_ Fax: \_\_\_\_\_

## 1. Previous Volunteer Experience:

School System: \_\_\_\_\_

Community/Other: \_\_\_\_\_

## 2. Personal History:

a) Have you ever been convicted of a criminal offence?  Yes  No

b) Do you have any charges pending?  Yes  No

If yes to 2.a) or b), please provide details: \_\_\_\_\_

## 3. Medical:

a) Do you have any medical condition that may hamper or affect your ability to carry out your activities?  Yes  No

If yes to 3.a), please provide details: \_\_\_\_\_

## 4. References:

Please provide the names of contact information for two (2) references:

1. \_\_\_\_\_  
Name Relationship Telephone

2. \_\_\_\_\_  
Name Relationship Telephone

***I hereby agree that School District No. 73 (Kamloops/Thompson) may request that a Criminal Records Check be conducted prior to commencing any volunteer activity within the school.***

***I hereby certify that the information given is complete and correct.***

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

School Sponsor: \_\_\_\_\_ Date: \_\_\_\_\_



## School District No. 73 (Kamloops/Thompson) Volunteer Driver Form

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Telephone: (h) \_\_\_\_\_ (w) \_\_\_\_\_ Fax: \_\_\_\_\_

### Driver Declaration

I carry the \$1,000,000 third party liability insurance coverage required by School District 73. (School District insurance provides volunteers with coverage for claims in excess of \$1,000,000.)

- I have a valid B.C. Driver's Licence and I am legally permitted to operate a motor vehicle.
- The vehicle I will be using is in a safe operating condition and meets all the current requirements of the B.C. Motor Vehicle Act and the Regulations.
- I will operate my vehicle in a safe and legal manner while transporting children.
- I am 21 years of age or older.
- I will ensure all passengers wear seatbelts and that no passengers under the age of 12 will sit in the front seat of vehicles equipped with airbags on the passenger side.
- I will comply with all child restraint and booster seat requirements.

#### Booster Seat Requirements for Private Vehicles

- Children over 9 years of age OR over 4 ft. 9 inches-No booster seat is required
- Children over 18kg/40 lbs. AND under 4 ft. 9 inches-A booster seat is required.
- It is the responsibility of the parent or guardian to provide booster seats for their child(ren), when required, for school field trips.

I hereby certify that the information given is complete and correct.

I hereby certify that I have read and understand this declaration.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_ School Principal: \_\_\_\_\_

## **I. SUMMARY: What a Volunteer Does**

- Praises and encourages children.
- Tells children the good things about themselves.
- Tries to understand how children feel.
- Is reliable and dependable.
- Builds caring and supportive rapport.
- Speaks directly to the teacher about concerns regarding student performance.
- Is considerate of the teacher's time.
- Makes a difference in children's lives.

## **II. SOME SUGGESTIONS: Learning and Working with Children**

### **How Children Learn:**

- Children learn by doing, not by observing.
- Children learn by asking questions and by searching for answers to the questions.
- Children learn by discovering and by experimenting.
- Children learn by using all their senses when possible.
- Children learn by sorting and combining objects and ideas.
- Children learn by repeating experiences.
- Children learn by developing confidence in themselves.
- Children learn acceptable behaviour by observing people they respect.

### **How You Can Help Children Learn:**

- Let children participate in activities as frequently as possible.
- Ask children questions which may lead them to the correct answer instead of telling them directly.
- Allow children to explore and discover by themselves.
- Encourage children to use their senses.
- Let children try new methods of doing things even though you know an easier way.
- Let children sort and combine according to their own ideas.
- Let children observe you as a model for appropriate behaviour.
- When speaking to children:
  - Praise their good efforts.
  - Use a tone of voice which will encourage and make them feel confident.
  - Avoid comparing children and their work.
  - Give children a choice only when you intend to abide by that choice.
  - State directions in a positive way.

## **Effective Ways to Work with Children:**

- Be warm and friendly, learn their names and show interest in what they are doing. You are very important as a listener.
- When working with children, encourage them to do their own thinking and give them plenty of time to answer. Silence often means they are thinking and organizing what they want to say or write.
- If you don't know an answer or are unsure of what to do, admit it to the children and work it out together. Feel free to ask the teacher for help.
- Use tact and positive comments and encourage students. Seek something to compliment children, especially when they are having difficulty.
- Accept each child as he/she is. You do not need to feel responsible for judging a child's abilities, progress or behaviour.
- If a child is upset, encourage him/her to discuss the problem with you. You need not solve the problem, but by listening and talking you do help the child feel that you care. If necessary, do not hesitate to refer the matter to the teacher.
- Respect a child's privacy. If personal information is revealed about a child, regard it as confidential information.
- Maintain a sense of humour.
- Be consistent with the teacher's rules for classroom schedules and behaviour.
- Wear comfortable and appropriate clothes when volunteering for a classroom or field trip activity.
- If parents and friends ask what you do at school, tell them you enjoy working with the children and discuss activities you do rather than specific information about children, teachers or the school.
- Keep your commitment. The children expect you and look forward to your coming. If you know you will be absent on a certain day, tell them in advance.

*These two pages of information were adapted from St. Martha School's Volunteer Handbook, Calgary. Daniel Danis, Principal*

**SCHOOL DISTRICT NO. 73 (KAMLOOPS/THOMPSON)**  
**POLICY 600.1**

Effective Date, February 25, 2008

**CODE OF CONDUCT**

The Code of Conduct is intended to encourage acceptable student behaviour in order to establish and maintain a safe, respectful and caring learning environment. This code will clarify expectations for student behaviour while at school, while going to and from school, while attending any school function or activity at any location, or in other circumstances where engaging in the activity will have an impact on the school environment. The Code of Conduct prohibits discrimination on the basis of an individual's or a group's race, colour, ancestry, place of origin, religion, family status, physical or mental disability, sex or sexual orientation.

1. Acceptable conduct includes the following:

Students are expected to:

- a) Respect themselves, others, and property.
- b) Attend school regularly and be punctual for all classes.
- c) Engage in purposeful learning activities and set high standards for personal achievement.
- d) Show consideration for diversity: the thoughts, feelings, and heritage of others.
- e) Use electronic systems in a respectful, responsible, and ethical manner.
- f) Conduct themselves in a polite, respectful, and co-operative manner.
- g) Dress in a manner that appropriately reflects a school environment.

2. Unacceptable conduct includes but is not limited to the following:

Students are expected NOT to:

- a) Engage in behaviours that interfere with the learning of others.
- b) Engage in behaviours that create unsafe conditions.
- c) Bully, harass or intimidate others.
- d) Engage in physical violence.
- e) Retaliate against a person who has reported incidents.
- f) Possess, use, or distribute illegal or restricted substances.
- g) Possess or use weapons.
- h) Damage property.
- i) Use personal technology devices, such as cell phones or cameras, during the school day except where expressly authorized.

Students who contravene this Code of Conduct will be subject to progressive discipline, reflective of the age and maturity of the student, any special needs, and the severity and frequency of the unacceptable conduct. The discipline will be fair, consistent, and meaningful, for the purpose of making restitution and enhancing student responsibility and self-discipline. Special considerations may apply to students with special needs if these students are unable to comply with a Code of Conduct due to having a disability of an intellectual, physical, sensory, emotional or behavioural nature. The Board will take all reasonable steps to prevent retaliation by a person against a student who has made a complaint of a breach of a Code of Conduct.

School officials will notify parents, school district officials, and other agencies as deemed appropriate for any particular incident.



## **COMMUNITY COACH GUIDELINES (Secondary)**

BC School Sports understands that Community Coaches are integral to the school sports system, and that they are necessary to ensure further opportunities for student athletes. Recognized Athletic Associations, Member Schools and/or School Districts are encouraged to adopt the following guidelines to ensure that the philosophy, objectives and values of the BC School Sports system are maintained.

1. Community Coaches should complete the Community Coaches Application Form and submit copies to both the Athletic Director and School Administrator. The form will enable school representatives to start to determine the qualifications and suitability of the prospective Community Coach to supervise and coach students of school age, and to receive from the prospective Community Coach authorization to conduct a Criminal Records check.
2. It is strongly recommended that the Community Coach have completed a minimum of Level One Theory of the National Coaching Certification Program.
3. The School Administrator and/or Athletic Director should meet with each prospective Community Coach to discuss school athletic policy and school sport philosophy, ensuring that the coach understands:
  - a. the expectations for the supervision of students
  - b. emergency protocol within the school
  - c. accountability for equipment, uniforms, finances
  - d. league schedules and deadlines
  - e. practice times, restrictions, policies and access
  - f. school and/or District travel policies and insurance requirements
  - g. the BCSS Coach's Code of Conduct and procedures
  - h. the BCSS Eligibility Policies and procedures
  - i. the decision-making process and jurisdictional boundaries of the School, School District, Athletic Association, Sport Commission and BC School Sports
  - j. required paperwork for team and player registration and entry into events
  - k. how and where to register for NCCP clinics
4. The School Administrator 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.
5. The School Administrator and/or Athletic Director should undertake a Criminal Records check on the prospective Community Coach, looking for convictions under the Criminal Code of Canada, the Narcotics Control Act or the Food and Drugs Act.
6. The BCSS Supervision Policies does not require that a Teacher-Sponsor be present with adults who have been approved by the School Administrator. It is therefore strongly recommended that periodic observations of the Community Coach at practice and in competition be conducted by the Athletic Director and/or Administrator.

## **COMMUNITY COACH GUIDELINES (Elementary)**

### **COACHES' CODE OF CONDUCT** *(from BC School Sports Handbook)*

The coach/student-athlete relationship is a privileged one. Coaches play a critical role in the personal and athletic development of their students. Therefore, coaches are expected to model the fundamentally positive aspects of school sport. *(May 2008)*

**RULES OF CONDUCT:** Coaches, including community coaches,

1. Shall recognize that school sport is an extension of the classroom, and shall conduct themselves accordingly when performing coaching duties.
2. Shall observe the Competitive Rules and Regulations of the *SD #73 Elementary Sports Council*.
3. Shall observe the rules of the sport, the spirit of the rules of the sport, and shall encourage student-athletes to do the same.
4. Shall fulfill all league, exhibition, invitational, play-off and championships competitive and event obligations in accordance with Sports Council Policy.
5. Shall treat all participants fairly and equitably by refraining from discriminating against any student-athlete with respect to race, colour, ancestry, place of origin, religion, family status, physical or mental disability, sex or sexual orientation.
6. Shall respect the rulings of officials without gesture or argument, and shall require student-athletes to do the same.
7. Shall not use foul, profane, harassing or offensive language or gestures in the conduct of coaching duties.
8. Shall not use physical force of any kind in the conduct of coaching duties.
9. Shall not, under any circumstances, endorse, recommend, or suggest the use of performance-enhancing drugs or supplements by any student-athlete.
10. Shall abstain from the use of tobacco products and alcohol while in the presence of student-athletes, and shall discourage their use by student-athletes.
11. Shall not, under any circumstances, require or imply that a student-athlete cannot or should not participate in any BC School Sports/Elementary Sports Council approved sport in the season preceding or following the coach's season of play.
12. Shall not, under any circumstances, start pre-season tryouts or practices to the detriment of any in-season sport.

## **COMMUNITY COACH GUIDELINES (*Elementary*)**

### ***Preamble:***

Member schools and/or School Districts are encouraged to adopt the following guidelines to ensure that the philosophy, objectives and values of the Elementary Sports Council are maintained.

### **GUIDELINES:**

1. Community coaches should complete the Community Coaches Application Form and submit copies to both the Athletic Director and School Administrator. The form will enable School Representatives to start to determine the qualifications and suitability of the prospective Community Coach to supervise and coach students of school age, and to receive from the prospective Community Coach authorization to conduct a Criminal Records check.
2. It is strongly recommended that the Community Coach have completed the three (3) modules included in the "Introduction to Competition" course of the National Coaching Certification Program. These modules include: Make Ethical Decisions, Planning a Practice, and Nutrition. Coaches should also complete the "Make Ethical Decisions" on-line evaluation available through the Coaching Association of Canada website once they have completed the appropriate in-class course work for this respective module.
3. The School Administrator and/or Athletic Director should meet with each prospective Community Coach to discuss school athletic policy and school sport philosophy, ensuring that the coach understands:
  - a. the expectations for the supervision of students
  - b. emergency protocol within the school
  - c. accountability for equipment, uniforms, finances
  - d. league schedules and deadlines
  - e. practice times, restrictions, policies and access
  - f. school and/or District travel policies and insurance requirements
  - g. Code of Conduct
  - h. the decision-making process and jurisdictional boundaries of the School, School District, and Elementary Sports Council
  - i. how and where to register for NCCP clinics
4. The School Administrator and/or Athletic Director should request and check at least two (2) 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.

5. The School Administrator and/or Athletic Director should undertake a Criminal Records check on the prospective Community Coach, looking for convictions under the Criminal Code of Canada, the Narcotics Control Act and the Food and Drugs Act.
6. It is required that a Teacher Sponsor be present at games. It is strongly recommended that periodic observations of the Community coach at practice and in competition be conducted by the Athletic Director and/or Administrator.

NOTE:

1. There may be a nominal cost to conduct a Criminal Records Check. It is recommended that this be the responsibility of the School or School District.
2. The National Coaching Certification Program (NCCP) has been designed to meet the needs of coaches who are training athletes in specific contexts, and is based on the required “outcomes” relevant to the athletes they are coaching in these contexts. In this paradigm, coaches who are training athletes within a ‘competitive’ environment will be trained and certified in the “Competition Stream.” Within this specific ‘stream’ coaches will be trained and certified in either the “Introduction” context, “Developmental” context, or the “High Performance” context, depending on the outcomes relevant to the athletes they will be coaching. Each sport will have their own specific requirements a coach must attain in order to meet either the ‘trained’ status or the ‘certified’ status. Please contact your Provincial Sport Organization to determine what your specific NCCP coaching requirements may be for your sport. Specific details on the NCCP program for your respective sport can be found on the Coaching Association of Canada website at [www.coach.ca](http://www.coach.ca).

SUPERVISION REQUIREMENTS:

The school team must be accompanied by a teacher-coach, teacher-sponsor, Administrator or responsible adult approved by the Administrator, and in accordance with the applicable School District policy. The School Administrator must ensure that the supervisor adheres to the Athletic Program objectives, Elementary Sports Council guidelines, and Coach’s Code of Conduct. The competition official and co-ordinator must be aware of who the adult supervisor is if that supervisor is a different individual than the coach. The supervisor must be in attendance for the duration of the competition.

SCHOOL STANDARDS:

Students must live up to accepted school and District standards as judged by the School Administrator.