

Purpose/Background

Students benefit from opportunities to be involved in extracurricular 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. Parents or community members may lead/supervise extracurricular activities, but only under the direct supervision of an employee of the Division.
2. 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 activities, in accordance with Board policy, administrative and school procedures.
3. Principals shall be responsible for selection and approval of volunteers, establishment of roles and responsibilities, supervision, and maintenance of ongoing communication between the school and the volunteer.
4. Extracurricular activities 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 skills necessary to undertake the proposed activity.
5. All volunteer coaches and supervisors shall complete the Volunteer Registration Form (Form 490-1). Such forms shall be kept on file at the school, to be updated annually, or as necessary.
6. Volunteer coaches and supervisors must complete the online Respect in Sport Program.(Appendix)
7. For purposes of screening and selection of volunteer supervisors/coaches, the Principal or designate shall interview prospective volunteers, conduct reference checks where appropriate, and require the successful applicant to provide a Criminal Record and Vulnerable Sector Check.
8. Any fee incurred in order for the successful applicant to obtain a Criminal Record and Vulnerable Sector Check shall be borne by the school.
9. The Principal will be responsible for informing parents, prior to the commencement of the activity, if a volunteer(s) will be coaching or supervising students (under the direct supervision of a Division employee).
10. When a volunteer is new to the school and has been approved to lead or assist with a student activity (under the direct supervision of a Division employee), the Principal shall ensure that an orientation session occurs in which the following topics will be discussed:
 - 10.1 Any school philosophy regarding the participation of students (e.g. selection, playing time, behaviour expectations, etc.);
 - 10.2 Use of school facilities and equipment;

- 10.3 Safety requirements as specified within the Physical Education Safety Guidelines of Alberta;
- 10.4 Supervision expectations;
- 10.5 Discipline and referral procedures;
- 10.6 Communication with parents;
- 10.7 Finances and fund-raising;
- 10.8 Transportation procedures;
- 10.9 Professional development opportunities; and
- 10.10 Board policies and Division administrative procedures that would impact the operation of the proposed activity.

11. Verification that the volunteer supervisor/coach has been involved in an orientation session is to be completed, signed and kept on file in the school office (Form 491-1).

12. Volunteer supervisors/coaches are to be encouraged to avail themselves of professional development activities, specifically activities that will enhance the ability to deal with the needs of students involved in the activity (e.g. coaching certification clinics, first aid programs).

Reference: Section 20, 27, 45, 60, 61, 113 School Act
Freedom of Information and Protection of Privacy Act
Physical Education Safety Guidelines of Alberta

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

Website <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:

- School Act Sections 20, 27, 45, 60, 61, and 113
- Freedom of Information and Protection of Privacy Act
- Physical Education Safety Guidelines of Alberta