

Code J: School-Community Relations

POLICY TITLE AND CODE

VOLUNTEER COACH (NON-STAFF) - SELECTION AND REGULATIONS JCD

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.

DEFINITION

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

In situations where no Greater Saskatoon Catholic School Board 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 Occurrence Security Check [within past six months), renewal required every five years. 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 3: *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 Driver's of Students on School Sponsored Activities* (Form 5).
- Completion of Form 6: 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 Coordinator of Physical Education.
- 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

REVISED

October 2014

Date: _____

Saskatoon Police Service
c/o Criminal Occurrence Security Checks
76 25th Street East
Box 1728
Saskatoon SK S7K 3R6

Dear Sir or Madam:

This letter is to advise the Saskatoon Police Service that _____
(Name)
has volunteered to assist with school activities for Greater Saskatoon Catholic Schools.

Greater Saskatoon Catholic Schools conducts Criminal Occurrence Security Checks for all volunteers.

We appreciate the Police Service providing this service to volunteers at no cost.

This letter authorizes a Criminal Occurrence Security Check for _____
(Name).

If you have any questions about this applicant or the process, please contact the Superintendent of Human Resource Services at Greater Saskatoon Catholic Schools (306-659-7048).

Thank you for your assistance.

School

School Principal
(Please Print)

School Principal
Signature



SASKATOON POLICE SERVICE

CRIMINAL OCCURRENCE SECURITY CHECK

(Application form must be completed in FULL before your request will be processed.)

LAST NAME:		GIVEN NAME:		MIDDLE NAME(S):	
ALL PREVIOUS LAST NAMES USED: (include Maiden name)		DATE OF BIRTH: (Year/Month/Day)		PLACE OF BIRTH:	GENDER: MALE / FEMALE
ADDRESS (must be a resident of Saskatoon):		POSTAL CODE:		HOME PHONE:	Business / Cellular Phone:
REASON FOR RECORD CHECK: (please circle one) Employment Volunteer School Immigration Adoption Record Suspension Waiver Travel Other					
JOB TITLE & ORGANIZATION/COMPANY NAME:					
IF CONSENT FORM IS NOT BEING DELIVERED IN PERSON, please attach a NOTARIZED copy of your Identification					
TWO PIECES OF <u>GOVERNMENT ISSUED IDENTIFICATION</u> : <u>One must have a valid photo</u>					
ID Type & #: _____			ID Type & #: _____		

1. STATEMENT OF CONSENT:

I understand and consent to a search of all records available at the time the search is conducted; including charges before the courts, findings of guilt or convictions and court orders registered in my name in the National Repository and local records available to the Police Service. I understand that if a possible record exists, it will not be disclosed until identification has been confirmed by either myself or by fingerprints.

Dated this ____ day of _____ 20 ____ Signature: _____

2. WAIVER FOR CONSENT OF RELEASE OF INFORMATION TO THIRD PARTY:

I consent to the release of any and all information from available records to the authorized person of the above indicated Organization/Company/Firm.

Dated this ____ day of _____ 20 ____ Signature: _____

3. CONSENT FOR PERSONS APPLYING FOR POSITIONS WITHIN THE VULNERABLE SECTOR:

(Example: teacher, coach, foster parent, nurse, doctor, security guard, caregiver, etc.)

If your position will be with a person or organization responsible for the well-being of one or more children, seniors, or vulnerable persons, and if the position is a position of authority or trust relative to those children or vulnerable persons, please complete the following consent:

Description of the position: _____

Provide details regarding the children or vulnerable persons: (example: age, number of persons, nature of vulnerability, etc.)

I consent to a search being made in the automated criminal records retrieval system maintained by the Royal Canadian Mounted Police to determine if I have been found guilty or convicted of, and/or have been granted a pardon for, any of the sexual offences that are listed in the schedule to the *Criminal Records Act*.

I understand that, as a result of giving this consent, if I am suspected of being the person named in a criminal record for one of the sexual offences listed in the schedule to the *Criminal Records Act* in respect of which a pardon was granted or issued, that record may be provided by the Commissioner of the Royal Canadian Mounted Police to the Solicitor General of Canada, who may then disclose all or part of the information contained in that record to a police service or other authorized body. That police service or authorized body will then disclose that information to me. If I further consent in writing to disclosure of that information to the person or organization referred to above that requested the verification, that information will be disclosed to that person or organization by the Saskatoon Police Service.

Dated this ____ day of _____ 20 ____ Signature: _____

BELOW FOR POLICE USE ONLY

LOCAL		KEY #		THUMB PRINT:
CPIC				
CNI				
RECIPT #				
TYPE:		# COPIES	M/O or P/U	
CR CONFIRMED APPLICATION SIGNATURE: YES/NO				
CONFIRMED BY:		DATE:		

Date: _____

R.C.M.P. Detachment Office for
Greater Saskatoon Area

Dear Sir or Madam:

This letter is to advise the R.C.M.P. Detachment applicable to the _____
(City/Town)
area that _____ has volunteered to assist with school activities
(Name)
for Greater Saskatoon Catholic Schools.

Greater Saskatoon Catholic Schools conducts Criminal Occurrence Security Checks for
all volunteers.

We appreciate the R.C.M.P. Detachment office for providing this service to volunteers at
no cost.

This letter authorizes a Criminal Occurrence Security Check for _____.
(Name)

If you have any questions about this applicant or the process, please contact the
Superintendent of Human Resource Services at Greater Saskatoon Catholic Schools
(306-659-7048).

Thank you for your assistance.

School

School Principal
(Please Print)

School Principal
Signature

RECOMMENDATION FOR BOARD APPROVAL
VOLUNTEER COACH (NON-STAFF)

Approval must be in place for an out of school coach for all extracurricular activities.

Volunteer Coach _____

Activity _____

School _____

School Year _____

Principal _____

I. As principal I have completed the following to satisfy myself that
_____ is an appropriate individual for the role of coach.

(School Coach's Name)

- a) We have discussed all relevant rules regarding conduct of students.
- b) We have discussed the behavior expected of Catholic adult leaders.
- c) We have discussed the code confidentiality.
- d) I have obtained and retained on file, references from at least two people.
- e) I have been provided with the individual's criminal check.
- f) Based on the above, to the best of my ability, I can attest to the character and suitability of the recommended coach.

Yes _____ No _____ _____

(Signature of Principal)

II. As a volunteer coach in an extracurricular activity, I agree to abide by the school rules and expectations outlined by the principal. For the safety of students, I also agree to provide a clear criminal record check.

(Date)

(Signature of volunteer non-staff coach)

III. As Superintendent of Education, I approve this recommendation.

(Date)

(Signature of Superintendent of Education)

SASKATCHEWAN HIGH SCHOOLS ATHLETIC ASSOCIATION

DECLARATION FOR NON-FACULTY COACH

School:	Coach's Name:
Address:	Address:
Phone:	Home Phone:
Principal:	Work Phone:
ACTIVITY TO BE COACHED:	SCHOOL YEAR:

A non-faculty coach may be an individual as outlined in the Bylaws of the Association. (See Coaches and Supervisors) Please refer to the Bylaws to determine if an individual is eligible to coach or supervise interschool athletics (if this is a first-time coach, the coach is required to complete the Fundamentals of Coaching program). **A copy of this declaration must be on file in the SHSAA office before the individual assumes any supervisory duties.** The SHSAA office will return an acknowledged copy of this declaration to the school. Please keep the copy in your school files.

The Association URGES that all schools strive to have faculty members as head coaches of their interscholastic teams.

Coach's Declaration: I agree to be responsible for the coaching duties as outlined by the school and to make myself aware of the rules and regulations of high school sport as outlined by the Saskatchewan High Schools Athletic Association in their Constitution, Bylaws, Codes of Ethics and other policies. Failure to abide by school and SHSAA policies could result in disciplinary action by the SHSAA and/or the school.

_____ (Date) _____ (Signature of Coach)

Principal's Declaration: I agree to support _____ to coach the students of the above-named high school with the understanding that I am responsible for making the coach aware of the school policies for interschool athletics, and consequently, I will assume the responsibility for providing the coach with the written regulations, and Codes of Ethics of the SHSAA.

_____ (Date) _____ (Signature of Principal)

School Board Declaration: The Board of Education of the _____ School Division supports the use of _____ as a volunteer coach. This agreement to be in effect for the period of time outlined provided the coach honors the rules and regulations of the Saskatchewan High Schools Athletic Association and the School Division.

_____ (Date) _____ (Signature of Director of Education)

The Saskatchewan High Schools Athletic Association acknowledges the above named individual as a coach within the interschool athletic program of the SHSAA for the period of time outlined.

_____ (Date Effective) _____ (Executive Director, SHSAA)



Memo

To: Elementary and High School Principals
From: J. Lloyd, Superintendent of Administrative Services
Date: February 7, 2014
Re: TRANSPORTATION OF STUDENTS: LIABILITY POLICY NO. SSBA 8603954

The following is to clarify the limits of liability insurance regarding the transportation of students.

The liability insurance policy of the school division is third part liability insurance for loss or damage arising from the use or operation of any automobile, not owned by the school division.

If an employee/ volunteer is using their own vehicle while traveling on school board approved activities, the school division's liability policy would respond for bodily injury and property damage of others, for which the employee/ volunteer is responsible. The plate insurance of the driver would respond first, followed by their package policy, followed by the third party liability insurance policy of the school division. This is the normal practice that is followed in insurance settlements.

The liability insurance policy of the school division does not respond to provide coverage for the employee/ volunteer's injuries or the damage of their own vehicle. The employee/ volunteer's package policy should include coverage for the injuries of the employee/volunteer and damage to their vehicle. The intent of the liability insurance policy of the school division is to provide excess to third party liability cover for catastrophic losses.

Requirements for Drivers who Transport Students on School Sponsored Activities

1. All drivers must be approved by the Principal.
2. Vehicle must be in good operating condition.
3. Seat belts must be worn by all occupants.
4. Driver must hold a valid driver's licence and have a good driving record.
5. Any driving infractions are the responsibility of the driver, i.e. speeding ticket, parking violation, etc.
6. Any accidents must be reported immediately to the police and the school Principal.
7. Vehicles used for the transportation of students should have a package policy or extended liability policy with liability coverage of no less than \$1,000,000.

The additional liability insurance recommendation for drivers protects the assets of the school division but more importantly the driver. In some instances, a driver can be held personally liable for actions that caused damages or injuries. The basic plate liability insurance provided by SGI is only \$200,000 which can be insufficient if an amount awarded is above the no-fault maximums.



**APPLICATION FOR AUTOMOBILE DRIVER AUTHORIZATION
(For Current School Year Only)**

A. School Name: _____

School Year: _____

B. Driver's Name: _____

Driver's Address: _____

Telephone: _____ Driver's Licence Number: _____

Class: _____ Expiry Date: _____

Has your driver's licence been suspended in the last three years? Yes No

If yes, please provide date of reinstatement: _____

Have you been involved in any accidents as a driver during the last three years? Yes No
If yes, please give details:

C. VEHICLE: _____ / _____ / _____

Second Vehicle (if any): _____ / _____ / _____
Make Model Capacity

Make Model Capacity

Plate #: _____ Plate Expiry; _____ Plate #: _____ Plate Expiry; _____

Vehicle Owner's Name: _____ Telephone: _____

Vehicle Owner's Address: _____ Postal Code: _____