Medicine Hat Public School Division

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MEDICINE HAT PUBLIC BOARD OF EDUCATION OPERATES AS MEDICINE HAT PUBLIC SCHOOL DIVISION,
AND FOR THE PURPOSE OF THIS DOCUMENT WILL BE REFERRED TO AS "MHPSD" AND/OR "DIVISION"

SECTION 700 – Educational Program

ADMINISTRATIVE PROCEDURE: COMMUNITY COACHES/LEADERS

PROCEDURE CODE:	*720 AP 007*
Policy Reference: 720 – Educational Program	

BACKGROUND

Medicine Hat Public School Division believes in the importance of providing rich extra-curricular opportunities for students. Although the preference is for certificated employees to serve as coaches/leaders, the Division recognizes there will be occasions when teachers aren't available and other staff members or members of the community get involved. School administration is responsible for ensuring that this procedure is followed to promote participation and student safety.

For the purposes of this procedure, the designate for school administration must be at minimum, a current MHPSD certificated employee. In exceptional circumstances, a Principal may approve a non-certificated employee as the designate but must ensure that the non-certificated employee fully understands all policies and procedures regarding reasonable practices with students and has demonstrated an ability to communicate effectively with students, parents and community members.

PROCEDURE

1. Vetting Non-staff (Community) Coaches/Leaders:

1.1. Requirements for individuals other than school staff to be allowed to coach/lead:

1.1.1. Any interested individual wanting to volunteer needs to complete the Volunteer Registration Form (720 E 008). Once approved, these forms are valid for three (3) years.

1.1.2. A valid Police check (PIC) with vulnerable sector check must be completed. In addition, a Children Services Intervention Record Check (CSIRC) is also required. Schools need to provide the volunteer with a signed letter (720 E 009) in order to receive the volunteer rate. The volunteer submits the receipt to the school to be reimbursed. If the person is new to volunteering but has an existing PIC and/or CSIRC, this existing check can be used if within the last six (6) months. If the volunteer is returning, the PIC/CSIRC are good for three (3) years from date of issue, but the

volunteer must sign a yearly attestation (720 E 010) that they have not been charged since the PIC/CSIRC was issued.

1.1.3. For the primary coach/leader of the team/club, Safe Sport Training (90 min), Making Headway in Sport (60 min) must be completed. Understanding the Rule of Two (20 min) is recommended. These are all provided free of charge by the Coaching Association of Canada in The Locker. Assistant coaches/leaders should be encouraged to complete the training, but it is not mandated. Note: Making Headway in Sport is required by School Sport Alberta for any individual on the coaching/leadership team in high school athletics, even student trainers/managers. School leadership and the primary coach must ensure that any assistants interact with students in a manner that aligns with policy and the principles addressed in the safe sport training.

1.2. School Administration or Athletic Director must meet with community coach to:

1.2.1. Review relevant school and Division policies and procedures. This would include:

1.2.1.1. school's athletic philosophy (selection, playing time, behaviour, etc),

1.2.1.2. use of school facilities and equipment,

1.2.1.3. safety requirements,

1.2.1.4. reporting injuries/incidents,

1.2.1.5. supervision expectations,

1.2.1.6. discipline and referral procedures,

1.2.1.7. communication with parents/guardians,

1.2.1.8. finances and fund-raising,

1.2.1.9. transportation procedures,

1.2.1.10. professional development opportunities; and

1.2.1.11. Division Policies and Administrative Procedures that would impact the operation of the proposed activity, such as offsite activities; transportation; healthy interactions; a safe and caring learning and workplace environment that fosters and maintains respectful and responsible behaviours.

1.2.2. Verification that the volunteer supervisor/coach has been involved in an orientation session to be completed, signed and kept on file in the school office. Schools may use 720 E 011 Volunteer Acknowledgement of Risk and Consent Form to document the completion of orientation and acceptance of risk.

2. Supporting Community Coaches/Leaders:

2.1. School administration or designate must coordinate the compilation of student participation packages that are required by policy (720 E 001 Consent for Off-Site Activities, 720 E 004 Health Certification and Consent Form (for athletics only), 720 E 011 Automobile Driver Authorization, etc) and ensure they are completed before students participate in the activity.

2.1.1. It is possible to get consent from parent/guardians for 720 E 004 for all activities related to participation in a club or sport season as long as all the information is provided to parents/guardians before signing, and they are informed of any risks or hazards. This could be in the form of a league and tournament schedule on the reverse side of the form. It is encouraged to pre-populate the form so that all a parent/guardian need do is fill in the child's name and grade and then sign and date the form.

2.1.2. Off-site activity approval must be completed online. For exhibition, local tournament (withing 50 km of Medicine Hat), or league and playoff approval, the form "Extracurricular Off-Site Activities" form is to be used. Provincial (including Extracurricular) Online form must be used for any tournament or multi-day playoff, zone or provincials outside of the Medicine Hat area (over 50 km).

2.2. School administration or designate will review the Rule of Two: no adult will be alone in a room, one-on-one with a student. It is preferable for community coaches to have a second coach/adult when possible.

2.3. School administration or designate will review the expectation that no supervisor on an offsite-activity or extracurricular activity shall engage in alcohol or drugs for the duration of the activity.

2.4. Each community volunteer should be provided with a school administrator or designate to act as a liaison/mentor who they can reach out to for assistance, or who can respond in an emergency.

2.5. School administration or designate must attend the initial parent/guardian meeting to support and clarify expectations for the season, particularly around communication and sportsmanship.

3. Participation in Practices, League, Tournaments or Special Events in Medicine Hat and Area:
Medicine Hat and Area includes the surrounding communities of Seven Persons, Irvine, Dunmore Redcliff and Schuler.
MHPSD designates/liaisons are **not required*** to attend practices, league games or tournaments that take place within Medicine Hat and area. However, all volunteers should have the contact information of school administration or designate in case there is an emergency.
**There may be specific situations where administration directs designate to attend.*

4. Participation in League, Tournaments or Special Events outside of the Medicine Hat Area:
School Administration or designate, **will attend** all out of Medicine Hat area events. If school administration is unable to find an MHPSD teacher to attend high school league games outside of the Medicine Hat area, administration is responsible to contact the host school and confirm that the host school administration will be in attendance and can provide supervision.

5. **Overnight Trips for League, Tournaments or Special Events**
   For any student event that involves an overnight stay, it is **mandatory** for school administration or designate to accompany and supervise the trip.

6. **Host School Supervision:**
   School Administration or designate **must be on-site** for any league games, tournaments, or special events. In the case of sporting events, officials/referees will be informed as to who is the on-duty supervisor, in case they are needed to address concerns with athletes or spectators.

REFERENCES

720 E 008: Volunteer Registration Form
720 E 009: Volunteer Police Information Check and Child Services Intervention Record Check
720 E 010: Volunteer Attestation Form
720 E 011: Volunteer Acknowledgement of Risk and Consent Form
The Locker – Coaching Association of Canada training

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