

## Guidelines for Coach Volunteers

**School Coach** - A school coach is a current staff member at the school and is employed by the Halifax Regional School Board. A school coach is expected to meet the same qualification standards and criteria as all coaches. Consideration for appointment is given on an **annual** basis depending on the needs of the school.

**Outside Coach**- An outside coach is someone who is coaching at the school, who may or may not be employed by the Halifax Regional School Board but is not currently working at the school. Consideration for appointment is given on an **annual** basis depending on the needs of the school.

### Guiding Principles

Principals are responsible for all volunteers in their school and for ensuring that all procedures in the *HRSB Student Protection Policy D.007* are followed regarding volunteers working with students.

Principals recognize and appreciate that coaching is a voluntary activity that requires a great deal of time and commitment on the part of the coach. They know coaching is an important factor in determining the quality of a school's athletic program as well as the development of student athletes over the course of their school career.

Principals will strive to have staff members, employed by HRSB and currently working at the school, as coaches before recruiting an outside coach. Athletics and extracurricular activities are an extension of the school experience. A staff member of the school facilitates an alignment between the student athlete and school life.

Principals will review **annually** the coaching needs in each particular school sport.

Principals will review **annually** their athletic coaching criteria to ensure that student athletes are provided with coaches who:

- ✓ Uphold School/ HRSB expectations for coaches
- ✓ Meet Nova Scotia School Athletic Federation (NSSAF) guidelines/ qualifications
- ✓ Uphold the principles of *Keeping the School in School Sport Program*
- ✓ Reflect or broaden the diversity of the school community

### Recruitment

- ✓ Principals will first seek out qualified staff members employed at their school to fill open coaching positions
- ✓ The recruitment process must include written communication of the expectations for coaches. Coaches should sign off with the principal that they have read the expectations

- ✓ If principals are unable to fill a coaching position with a school coach, open positions will be advertised in a manner that provides equal opportunity for candidates to apply for a position (such as; website, newsletter, newspaper)
- ✓ Principals will follow a fair and equitable process for the screening and selection of coaches. Selection will be based on qualifications (see NSSAF Handbook), experience, reference checks and the needs of the school

**Monitoring expectations and addressing concerns**

- ✓ Throughout the season the principal (designate) will communicate with the coach to provide support and monitor expectations
- ✓ If coaches have concerns during the season they should communicate with the principal (designate) to seek support or guidance
- ✓ If concern(s) are brought forward about a coach, the principal will investigate in a timely manner and clearly communicate the concern(s) to the coach. The principal will take the appropriate action(s) to resolve the issue. Coaches will be given an opportunity to address the concern(s) and improve their practice in a timely manner. If the concerns are of a **serious** enough nature to warrant the release of the coach, the principal will following the procedures outlined below

**Release of a coach mid-season**

- ✓ When a decision is made to release the coach, he/ she will be provided with the opportunity to meet with the principal to discuss the concern(s)
- ✓ The principal will provide written communication to the coach outlining the reasons for the release and the rationale for the decision
- ✓ The principal makes the final decisions about who volunteers in their school

**Written communication of expectations to coaches should include but is not limited to:**

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| • NSSAF Handbook                            | • Operational procedures for early departure     |
| • School's Athletic Handbook                | • Trip forms                                     |
| • Provincial School Code of Conduct Policy  | • Signed confidentiality form                    |
| • PEBS information                          | • Short and long term goals for coach (Optional) |
| • Pre-approval request for away tournaments | • Team budget                                    |

**HRSB Policies/Protocols to be shared and procedures reviewed:**

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|---|----------------------------|
| • School and Bus Cancellation                       | • Student Protection       |
| • School Trips                                      | • Missing Student Protocol |
| • School-based Funds Policy and Procedures Handbook |                            |