



# Extra-Curricular Activity Guide

## Appendix A, AP-423 Extra-Curricular Activities

- 1) The Director or designate authorizes the development of a comprehensive extra-curricular program in each school and further authorizes the implementation of such programs by its staff, parents and volunteers within school hours or at other times, on the school site and beyond. All such programs shall be established in accordance with the guidelines approved by the school administration.
- 2) The principal will oversee the implementation and management of the extra-curricular program to ensure that student participation is voluntary and that it represents a balanced and well-rounded program of inter-school, intramural and extra-curricular activities.
- 3) Extra-curricular participation benefits students academically, socially and emotionally. Before any decisions are made, which would impact a student's eligibility to participate, all of these factors will be considered.
- 4) Generally, student and staff absence from regular curricular activities to participate in extra-curricular activities should be minimized. Although it is recognized that some extra-curricular activities will result in lost instructional time, principals will protect instructional time to ensure learning success.
- 5) Schools will curtail extra-curricular activities during exam weeks. Competitions will be avoided. Practices of suitably abbreviated length may be considered, but must be optional for students.
- 6) The Principal will include extra-curricular activities in the program of the school within the limitations resulting from availability of staff, student needs and interests, approved budgets and resources, legislation, Board policy and administrative procedures.
- 7) Advertising and corporate sponsorship of extra-curricular activities shall be subject to the guidelines in AP-420 Corporate Sponsorships and Partnerships.
- 8) The Principal will authorize persons to be responsible for each of the extra-curricular activities, subject to the guidelines established in each school and at the Division level (see the Division's Sport and Activity Handbook). Volunteers working with students may be required to submit a Criminal Record Check to the Principal in accordance with AP-434 Volunteers.
- 9) The Principal, in consultation with staff and the School Community Council, shall submit on an annual basis by September 15, the Extra-Curricular Activities Sheet to the Designate responsible for approval of the school's extra-curricular program and to facilitate allocation of extra-curricular substitute days.
- 10) As per policy, the Board strongly favours the practice of using buses to transport students. It is permissible to use private vehicles to transport students as outlined in AP-807 Transportation in Private Vehicles. Any person transporting students in a private vehicle must be made aware of AP-805 Bus Service Cancellation Due to Inclement Weather and all drivers will transport students in

accordance with the Protocol for Extra-Curricular Travel in Private Vehicles as outlined in Appendix A of that policy.

- 11) The hosting of provincial extra-curricular events in our schools is encouraged. Schools must follow procedures outlined in AP-422 Hosting Provincial Events.
- 12) For those schools/teams that are involved in extra-curricular activities and Division/Central Valley Athletic Conference (CVAC)/Saskatchewan High Schools Athletic Association (SHSAA) competitions, the following guidelines for the designation and support of coaches will be followed:
  - a) Community coaches must complete the Community Coach Application (Appendix B) and, for senior teams, the SHSAA [Declaration for Non-Faculty Coaches E-14](#).
  - b) All coaches, including Community Coaches, shall complete any required SHSAA online coaching courses by the dates outlined by the SHSAA. Please see the [SHSAA](#) website for more details.
  - c) For all approved individual and team sports, the Division will provide reimbursement for coaches when travelling to playoff competitions beyond the Division level in accordance with the current LINC agreement, CUPE agreement and non-union agreement. Expense claims will be made on the Employee Travel Expense Claim Form in accordance with the guidelines and deadlines set out in the Extra-Curricular Events Expense Guidelines (Appendix C).
  - d) When possible, community coach expenses will be reimbursed in the same manner. Expense claims will be made on the Non-Employee Claim for Payment Form.
  - e) When possible, team expenses will be reimbursed in the same manner in accordance with the maximums and deadlines set out in the Extra-Curricular Events Expense Guidelines.
  - f) Based on available budget, schools will receive an annual allocation of substitute teacher days to accommodate teacher absences due to extra-curricular activity commitments. Extra-curricular substitute days will be allocated based on the number and variety of approved extra-curricular activities offered and within the available budget.
  - g) Coaches can be recognized for extra-curricular hours in accordance with the current LINC agreement, CUPE agreement and non-union agreement.