

Guidelines for Community Coaches

The Division understands that Community Coaches are integral to the school sport system and that they are necessary to ensure further athletic opportunities for students. When utilizing Community Coaches, the following guidelines must be followed:

1. Current salaried and/or contracted employees of the Division should be given strong consideration before engaging a Community Coach. When authorizing Community Coaches, it is usually best to choose from those who are parents of students in the school and/or who have significant ties to the community (RCMP, nurse, clergy, etc.). Two Community Coaches working together is usually preferable to one.
2. Community Coaches must complete the [Community Coach Application](#), and for senior high school teams, the [SHSAA Declaration for Non-Faculty Coaches \(Non-Teaching Staff\) Form E-14](#) and submit copies to the Principal. This information will enable school administration to determine the qualifications and suitability of the prospective Community Coach to supervise and coach students. A current Criminal Record Check complete with a Vulnerable Sector Search must also be submitted with the application. A Community Coach will work with students only when the application process is completed and approved by the Superintendent responsible for Athletics.
3. The Principal and/or Athletic Director will check at least two references for each Community Coach candidate. Reference checks shall include questions about previous conduct, suspensions or probationary penalties served; technical skill and ability; age group and gender previously coached; and the degree of commitment and interest of the prospective Community Coach. It is strongly recommended that the Community Coach has completed a minimum of the National Coach Certification Program Introduction to Competition Part A & B, or have significant documented coaching experience. For senior high school teams, this is an SHSAA requirement.
4. All Community Coaches shall complete any required online coaching courses by the dates outlined by the SHSAA.
5. All Community Coaches must liaise annually with the school administration or their designate to ensure that the Community Coach's philosophy and expectations align with that of the school, Board and SHSAA. The liaison person will serve on an ongoing basis as the Community Coach's representative at school meetings, and will act as the school-based contact for students, parents/guardians, other teams and schools, and will carry out other duties relevant to the function of a school team.
6. All Community Coaches, with the exception of former Prairie Spirit employees of good standing, should be mentored by a Prairie Spirit staff member who is accessible during team activities.

Ideally, the accessible staff member will be on site, but, if necessary, they may be accessible by phone assuming they are able to come to the site in a reasonable amount of time, if needed.

7. In exceptional cases, a Community Coach may be authorized by school administration to supervise a team unaccompanied by a staff member. In such cases, school administration must be extremely confident that the Community Coach possesses the skills and experience to appropriately handle all aspects of their supervisory responsibilities. If there is any doubt in this area, then a staff member shall accompany the team.
8. A current staff member must accompany a team on any overnight trips. In exceptional cases, a Community Coach may be authorized by school administration to supervise a team on an overnight trip unaccompanied by a staff member. In such cases, the following conditions must be met:
 - a. The Community Coach has successfully completed a season of coaching in the Division in a previous school year.
 - b. The Community Coach is joined by at least one parent with their criminal record check in place and who is acting as an official chaperone of the team.
 - c. An Emergency Response Plan is in place that involves the school administration.
 - d. Notification has been provided to parents of team members informing them that only the Community Coach and team chaperone and that no Prairie Spirit employees will be accompanying the team. Written permission has been collected by school administration from parents before students depart on the overnight trip.
 - e. The school administration must be extremely confident that the Community Coach possesses the skills and experience to appropriately handle all aspects of their supervisory responsibilities. If there is any doubt in this area, then a staff member shall accompany the team.
9. The Principal and/or Athletic Director shall conduct periodic observations of the Community Coach at practice and in competition.
10. Community Coach positions are approved by the Principal and Superintendent or Coordinator in charge of Athletics for a one-year term. The [SHSAA Declaration for Non-Faculty Coaches \(Form E-14\)](#) must also be filled out each year for senior high school teams, and submitted to the Principal.
11. The Principal and Athletic Director shall meet with each Community Coach to discuss school athletic policy and philosophy. Time constraints, fear of losing a coach, and assumptions that there will be no problem, are all tempting reasons to avoid this discussion. It is much better to discuss these issues in advance than to have to deal with issues after they arise. As a result, the Principal and Athletic Director shall ensure that the coach understands:

- a. In school sport, the arena of competition becomes a classroom
 - b. Expectations for the supervision of students
 - c. The Emergency Response and Planned Preparedness Protocol within the school and the Division
 - d. Accountability for equipment, uniforms, finances
 - e. League schedules and deadlines
 - f. Honoring instructional time
 - g. Team selection expectations
 - h. Parent communication expectations
 - i. Modeling respect for officials
 - j. Practice times, restrictions, policies, and facility access
 - k. School and/or Division travel and trip policies and insurance requirements
 - l. The Saskatchewan High School Athletic Association Code of Ethics and Procedures
 - m. The Saskatchewan High School Athletic Association Eligibility Requirements and Procedures
 - n. The decision-making process and jurisdictional boundaries of the school, the Division, Central Valley Athletic Conference and the Saskatchewan High School Athletic Association
 - o. Required paperwork for team and player registration and entry into events
 - p. How and where to register for certification and other appropriate clinics
12. Administration will provide the Superintendent (or designate) responsible for Athletics with an annual list of their Community Coaches. Administration will update this list, as necessary, and will inform the Superintendent of any issues, suspensions or serious incidents involving a Community Coach.