



ADMINISTRATIVE POLICY No. 423

IMPLEMENTATION AUGUST 2012

REVISED APRIL 12, 2017

EXTRA-CURRICULAR ACTIVITIES

BACKGROUND

The Education Act, 1995 in section 179 states that “a Board of Education or a Conseil Scolaire may authorize the organization of cultural and athletic activities, youth travel, outdoor education and similar activities as features of the educational program of schools”. Therefore, the Division supports the belief that a total educational program involves curricular activities during regular school hours, and also extra-curricular activities that provide opportunity for participation by all students and staff.

PROCEDURES

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 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 for students, principals will protect instructional time to ensure students' 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 [Administrative Policy No. 420 – Advertising and Corporate Sponsorship](#).
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 [PSSD Sport and Activity Handbook](#)). Volunteers working with students may be required to submit a Criminal Record Check to the Principal in accordance with Section 7 of [Administrative Policy No. 501 – Recruiting and Placement](#).
9. The Principal, in consultation with staff and the School Community Council, shall submit on an annual basis by September 15th, the Extra-Curricular Activities Sheet to the Coordinator of Schools and Learning supporting Athletics and Extra-Curricular Activities for approval of the school's extra-curricular program and to facilitate allocation of extra-curricular substitute days.
10. As per policy, the Board of Education strongly favours the practice of using buses to transport students. It is permissible to use private vehicles to transport students as outlined in Administrative Policy No. 807 – Transportation in Private Vehicles. Any person transporting students in a private vehicle must be made aware of [Administrative Policy No. 805 – Closure – Severe Weather and Student Transportation](#) 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 [Administrative Policy No. 422 – Hosting Provincial Events](#).
12. For those schools/teams that are involved in extra-curricular activities and PSSD/CVAC/SHSAA competitions, the following guidelines for the designation and support of coaches will be followed:

- a. Community coaches must complete the Prairie Spirit School Division [Community Coach Application](#) 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](#).
- 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. 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 on the basis of 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.

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.



Extra-Curricular Events Expenses

The Division supports expenses incurred by coaches and/or supervisors, teams and programs engaged in extra-curricular activities. Dollars in the extra-curricular events fund are provided to support the following:

1. Provisions in the teachers' LINC agreement and support staff agreements. This category is a **contractual obligation** of the school division and the fund is primarily designed to support this category first and foremost. Those provisions in the agreements provide for the following:
 - LINC 9.6 – Any teacher serving as an extra-curricular coach, leader, or supervisor representing the school division for a competition beyond the school division leading to a provincial competition, may apply for reimbursement of expenses as per Board rate.
 - LINC 9.7 – Any teacher serving as an extra-curricular coach, leader, or supervisor of a non-athletic extra-curricular group that is representing the school division by special invitation or at a prestigious event, may apply for the reimbursement of expenses as per Board rate
 - CUPE 22.03(d) – Employees who provide extra-curricular supervision shall receive compensation in the same manner as afforded to teachers in the LINC Agreement
 - Non-Union 11(a) – Extra-curricular supervision shall be defined as supervision of and planning for approved voluntary student activities provided outside of the regular instructional classroom program.

2. The [Employee Travel Expense Claim Form](#) is to be used to submit a claim for expenses by employees. Expenses include mileage, accommodation and meals beyond the Division level. Claims should be accompanied by appropriate receipts.

3. The following expenses **may** be provided for:
 - a. Community coaches' expenses in supporting extra-curricular activities. Claims for expenses beyond the Division level can be submitted on the [Non-Employee Claim for Payment Form](#). Claims should be accompanied by appropriate receipts.

 - b. Band programs participating in competitions at a provincial or national level. Expenses can be submitted for one (1) trip up to a maximum of \$1,000 if the band group is made up of ten (10) or more students. Anything less than ten (10) students, the Division will support up to a maximum of \$500. Claims can be submitted on the [Employee Travel Expense Claim Form](#). Claims should be accompanied by appropriate receipts. The following criteria is used to allocate dollars to band programs:

\$500	\$1,000
Band – provincial or national competition (under 10 students attending)	Band – provincial or national competition (over 10 students attending)

- c. Team expenses in competition beyond the Division level. Funding is dedicated to support costs incurred for travel and accommodation to regional and provincial competitions. Dollars provided to support teams and programs is dependent upon the amounts in the fund that are not accessed by coaches, primarily under category 1 and 2. Claims can be submitted on the [Employee Travel Expense Claim Form](#). Claims should be accompanied by appropriate receipts. Criteria utilized to allocate dollars to teams or programs will be provided at the first Athletic Director meeting of each school year.



COMMUNITY COACH APPLICATION

(This form needs to be completed **every** year for **every** Community Coach)

Name: _____ Date of Birth: _____

Address: _____ P.C. _____

Telephone: (H) _____ (W) _____ Fax: _____

E-Mail: (H) _____ (W) _____

1) NCCP COACHING QUALIFICATIONS (Strongly Recommended): NCCP # _____

Certification Level Theory: _____ Date Completed: _____

Certification Level Technical: _____ Date Completed: _____

Certification Level Practical: _____ Date Completed: _____

OR

Introduction to Competition - Part A and B: Date Complete: _____

2) STAFF LIAISON PERSON/MENTOR _____

Will a staff member be accessible for all team activities? **Yes** _____ **No** _____

3) SHSAA "Respect in Sport" Online Course (mandatory): certificate # _____

SHSAA "Concussion Protocol" Online Course (required by 1 coach per team): certificate # _____

SHSAA "Fundamentals of Coaching" Course

(mandatory unless applicant has been previously approved in PSSD as Community Coach): certificate # _____ or

Previously approved in _____ Year _____
(Name of School)

4) PREVIOUS COACHING EXPERIENCE:

Have you served a school in a Community Coach capacity? Yes _____ No _____

Provide details below.

School: _____

Community/Other: _____

5) COACHING PHILOSOPHY:

6) WHICH SPORT(S) WOULD YOU LIKE TO COACH AND AT WHAT LEVEL?

Sport(s): _____ Level: _____

Sport(s): _____ Level: _____

7) PERSONAL HISTORY:

a) Are you currently under probation or suspension from coaching duties within any school or community sport program? Yes _____ No _____

b) Have you ever been convicted of a criminal offence? Yes _____ No _____

c) Do you have criminal charges pending? Yes _____ No _____

If yes for 7 a), b) or c), provide details: _____

8) MEDICAL

a) Do you know of any medical condition that may hamper or affect your ability to carry out coaching activities? Yes _____ No _____

If yes for 8 a), please provide details: _____

9) REFERENCES

Please provide the names and contact information for three (3) references:

Coaching References:

1) _____
Name Relationship Telephone

2) _____
Name Relationship Telephone

Personal Reference:

1) _____
Name Relationship Telephone

E-14 SHSAA Declaration for Non-Faculty Coach completed and attached if coaching a High School sport:

Yes _____ No _____ Coaching will be at junior level only _____

I hereby agree that I will abide by the Prairie Spirit School Division policies, Saskatchewan High School Athletic Association by-laws and policies, CVAC policies and procedures, and school policies.

I understand that Prairie Spirit School Division recommends that I carry a minimum of \$2,000,000 in Personal Liability Insurance.

Applicant Name Signature Date

Principal's Signature Date

PLEASE SUBMIT TO DIVISION OFFICE FOR APPROVAL.