

Administrative Procedures

<p>AP-423</p> <p>EXTRA-CURRICULAR ACTIVITIES</p>	<p>Date of implementation: Fall 2012 Date of update: Fall 2019</p>
	<p>Related Administrative Procedures: AP-420 Corporate Sponsorship and Partnerships AP-422 Hosting Provincial Events AP-501 Recruiting and Placement AP-805 Bus Service Cancellation Due to Inclement Weather AP-807 Transportation in Private Vehicles</p>

Purpose: To provide guidance to employees when offering extra-curricular activities.

Procedure:

Section 179 of *The Education Act, 1995*, 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.

References:

[*The Education Act, 1995, Section 179*](#)

[*Sport and Activity Handbook \(internal document\)*](#)



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 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 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 Section 7 of AP-501 Recruiting and Placement.
- 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.



Community Coach Application

Appendix B, AP-423 Extra-Curricular Activities

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. STAFF LIAISON PERSON/MENTOR _____

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

2. SHSAA "Respect in Sport" Online Course (Mandatory): certificate # _____

SHSAA "Concussion Protocol" Online Course (Mandatory): certificate # _____

SHSAA "Fundamentals of Coaching Course (Required for E-14): certificate # _____

3. PREVIOUS COACHING EXPERIENCE:

Have you served a school in a Community Coach capacity? Yes _____ No _____ Provide details below.

School: _____

Community/Other: _____

4. COACHING PHILOSOPHY:

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

Sport(s): _____ Level: _____

Sport(s): _____ Level: _____

6. 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 6 (a), (b) or (c), provide details: _____

7. 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 7 (a), please provide details: _____

8. REFERENCES (to be checked by Principal and/or Athletic Director):

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

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

Yes No Coaching will be at junior level only

Have you been approved in a previous year on an E-14? If Yes, provide year & school:

I hereby agree that I will abide by Division policies, SHSAA by-laws and policies, CVAC policies and procedures and school policies.

I understand the Division recommends that I carry a minimum of Two Million Dollars (\$2,000,000) in Personal Liability Insurance.

 Applicant Name Signature Date

 Principal's Signature Date

Please submit to Division Office for approval: _____



Extra-Curricular Events Expense Guidelines

Appendix C, AP-423 Extra-Curricular Activities

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 schoolyear.