

School, Community and Home Relations 11133 Approval of Non-Staff Coaches	Administrative Application	
	Last Reviewed / Approved on:	August 14, 2024
	References:	Form E-14 -Declaration of Non-Faculty Coach Volunteer Coach Handbook Regina Catholic Schools: A Safety Handbook for Physical Education and Extra-Curricular Sports, October 2017 Administrative Application 10610 – Physical Education – Extra-Curricular Sports Safety Policy 12 – Role of the Director
	Status:	Operational

Preamble

In order to provide Regina Catholic School Division (RCSD) students with opportunities to engage in a variety of extra-curricular activities where there is not a staff member available to serve in a voluntary capacity, a school may submit the name of a non-staff volunteer to act as a coach or assistant coach to the Director of Education or designate for approval with the understanding that the volunteer will support the Catholic teachings and values of our Faith and serve without remuneration.

Application

1. A non-staff individual who expresses an interest in providing extra-curricular support as a coach or assistant coach shall be required to provide:
 - a. Two (2) letters of reference
 - b. A recent criminal record check
 - c. For high school – *Form E-14 Declaration of Non-Faculty Coach*
 - d. Evidence that the individual has completed the following:
 - i. Respect in Sport
 - ii. Concussion Protocol (High School Only)
 - iii. Fundamentals of Sport (required if a head coach, recommended for assistant Coach – High School only)
 - iv. NCCP – Introduction to Competition training (recommended)
2. A non-staff volunteer coach shall meet with the school principal and/or the athletic director to review pertinent policies and administrative applications as outlined in the *Volunteer Coach Handbook* and sign a confidentiality agreement pertaining to all information related to the staff, students, and operation of the school.

3. Following approval, it is understood that:
 - a. Approval to coach or assistant coach is for the specific team or activity designated on *Form E-14* (High School Only) and for a specific period of time.
 - b. Approval must be obtained on an annual basis.
4. Non-staff individuals who volunteer for extra-curricular coaching shall be required to adhere to the *Regina Catholic Schools Safety Handbook for Physical Education and Extra-Curricular Sports* and *Administrative Application 10610 – Physical Education / Extra-Curricular Sports Safety*
5. The principal shall review the documentation to determine the suitability of the applicant and forward the application to the Director of Education or designate for approval.
6. Upon receipt of appropriate documentation, the Director of Education or designate will approve the use of a non-staff coach.
7. A letter or copy of the *E-14 Form* confirming the approval of a non-staff coach shall be sent to the principal.