

**School District 5  
(Southeast Kootenay)**

**ORIENTATION MANUAL**

**for**

**VOLUNTEERS (Responsible Adults) IN  
SD 5 (Southeast Kootenay)**

**as per**

**Policy Section 5.5 (Curricular and Extra Curricular School Trips)**

**Board of Education  
SD 5 (Southeast Kootenay)  
(November 2011)**

## **Introduction**

As per Section 5.5 (Curricular and Extra-curricular School Trips) of the Board's Policy "All curricular and extra-curricular school trips must have at least one responsible adult who has undergone a criminal record check and successfully completed the orientation program under the auspices of the School District. This person is responsible for the safe conduct of the students involved in the activity."

This manual will serve as the basis of the School District's orientation program which will be provided by each school within the District. Traditionally, this program is to be offered at the commencement of each school year and at other times as determined by the individual school. All participants will receive a copy of this manual.

## **Required Topics to be Reviewed**

- Legal Responsibility of District/School (Part 6: Section 76 of the School Act) (Appendix I)
- Code of Conduct for this school
- Supervision of Students – Cautions:
  - (i) maximize the safety of all participants
  - (ii) know the whereabouts of all participants at all times
  - (iii) provide security for personal belongings
  - (iv) availability/accessibility of first aid equipment
  - (v) recognition of special needs of participants, such as diets, allergies, medication, etc.
  - (vi) awareness regarding required reporting of disclosures (e.g. abuse)
- Emergency protocol within the District/School
  - (i) list of all participants being transported and parental/guardian contacts, including phone numbers
  - (ii) medical cards
  - (iii) other necessary contacts (e.g. to access building)
- Accountability for equipment, uniforms, finances
  - (i) sign in/sign out procedures
  - (ii) money transaction (money collecting and storage)
- League schedules, timelines and practice arrangements
- Facility restrictions (e.g. intrusion alarms)
- Familiarity with Board Policies re: travel and insurance (Policies 5.2 and 5.5) (Appendix II)
- Familiarity with BC School Sports Codes of Conduct (Coach's, Student-Athlete) (Pages 9-12)
- Criminal Record Check: as per Board Policy 5.5

## **Conclusion**

School District 5 (Southeast Kootenay) thanks all of its volunteers for their hard work and dedication in supporting our students.

**Appendix 1**

**MANUAL OF SCHOOL LAW**

**Part 6 School Boards**

**Section 6      Conduct**

- 76**      (1)      All schools and Provincial schools must be conducted on strictly secular and non-sectarian principles.
- (2)      The highest morality must be inculcated, but no religious dogma or creed is to be taught in a school or Provincial school.
- (3)      The discipline of a student while attending an educational program made available by a Board or a Provincial school must be similar to that of a kind, firm and judicious parent, but must not include corporal punishment.

## Appendix II

### SCHOOL DISTRICT NO. 5 (SOUTHEAST KOOTENAY)

#### POLICY

#### CODE OF CONDUCT FOR SCHOOL BUS PASSENGERS

#### SECTION 5.2

1. Bus drivers are in full charge of the school bus at all times and students must obey them.
2. Bus drivers may assign a seat for which the student is responsible. Failure to follow the bus driver's direction may result in loss of bus riding privileges.
3. Students are expected to be at their bus stop five minutes prior to scheduled bus departure time.
4. Unnecessary conversation with the driver is prohibited.
5. The School District Code of Conduct is to be observed on the bus. Any disturbance which takes the driver's attention and endangers the safe operation of the bus is prohibited.
6. All school buses are School District property; all District policies are in effect.
7. Students must not litter the bus. Throwing anything in or around the bus is prohibited.
8. Vandalism on the bus will not be tolerated; any damage thus caused, will be charged in accordance with the provisions of the *School Act*.
9. Students must not extend any articles or parts of their body out the windows.
10. Students must remain seated while the bus is in motion.
11. Only those students who are regular bus students are allowed to travel, to and from school, on the school buses.
12. After having received written or verbal parental authorization, an administrative officer, after checking with the driver, may authorize students, other than regular bus students, to ride on the bus. The administrative officer's written authorization must be presented to the bus driver by the student.
13. Students will only be allowed to get off the bus at their regular stops unless a note from the parent is presented to the driver. Drivers will retain notes for 24 hours.
14. When leaving the bus, students are expected to follow the directions of the driver. Students must always ensure that vehicle traffic has stopped or cleared before they cross the road.
15. All buses have video taping capabilities and they may be used without warning.

**STUDENTS VIOLATING THESE RULES MAY BE REPORTED TO THE TRANSPORTATION SUPERVISOR AND MAY BE SUSPENDED FROM RIDING THE BUS UNTIL ASSURANCE IS RECEIVED, IN WRITING, FROM BOTH PARENTS AND THE STUDENT THAT THESE RULES WILL BE OBSERVED.**

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School District 5 (Southeast Kootenay)

**SCHOOL BUS CODE OF CONDUCT**

This is to acknowledge that I have received a copy of and have read the Code of Conduct for School Bus Passengers as laid down by the Board of Education, School District 5 (Southeast Kootenay).

Student's Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Date: \_\_\_\_\_ Parent/Guardian: \_\_\_\_\_

# COACHES GUIDE

## **BC School Sports Membership**

As members of BC School Sports, all schools within SD5 will abide by the rules and regulations set out by this governing body in order to participate in inter-school competition.

## **Responsibility for the Athletic Program at Each School**

BC School Sports recognizes that the Administrative head of each school is held ultimately responsible in all matters in his/her school, which concern inter-scholastic athletic contests. The expectation of the association is that Principals will ensure that BCSS policies established for Member Schools inter-school athletics will be followed.

## **Codes of Conduct**

Coaches – The coach/student athlete relationship is a privileged one. Coaches play a critical role in the personal and athletic development of their students. Therefore, coaches are expected to model the fundamentally positive aspects of school sport. Coaches are responsible for their own behavior as well as their student-athletes. The consumption of alcohol while in a supervisory role is prohibited. Coaches must complete a Criminal Records Check, participate in their school's volunteer orientation program and sign and be familiar with the BCSS Code of Conduct before commencing their coaching responsibilities each year.

Student-Athletes – The actions of a student-athlete are a reflection of themselves, their team, their school, and their community. Student athletes must remember that their participation in school sport is a privilege, not a right.

Student athletes are expected to treat everyone associated with their sport with respect; exercise self-control at all times, and play fair.

## **Seasons of Play**

BC School Sports clearly outlines Seasons of Play in the BC School Sports Handbook.

1. All sports have a defined season and no sport shall operate to the detriment of any other sport.
2. In season sports shall have precedence over out of season sports.
3. Students should have the opportunity to try out for the appropriate sport in the season if available.
4. Co-operation and communication should exist between coaches to reduce conflicts for students.
5. The support of the Athletic Director and school administrator is critical to the management of the Seasons of Play policy.

## Athletic Directors' and Community Coaches' Basic Responsibilities

Athletic Director	Coach
<p><b><u>Pre Season:</u></b></p> <ul style="list-style-type: none"> <li>- Meet with Principal/Vice-principal to arrange Volunteer Orientation meeting</li> <li>- Ensure coach has completed a Criminal Record Check</li> <li>- Meet with the community coaches to:               <ul style="list-style-type: none"> <li>o Outline the coaches' responsibilities</li> <li>o Decide upon the tournament &amp; practice schedules</li> <li>o Outline transportation practices and costs for coaches</li> <li>o Answer any questions community coaches may have</li> </ul> </li> <li>- Collect all forms from community coaches</li> <li>- Review Student Eligibility Guidelines</li> </ul> <p><b><u>During Season:</u></b></p> <ul style="list-style-type: none"> <li>- Act as liaison between teams, coaches, and school</li> <li>- Provide coaches with team uniforms</li> <li>- Collect athletic fees</li> <li>- Monitor the teams' budget</li> <li>- Organize referees</li> <li>- Tournaments/Trips: (in consultation with coach)               <ul style="list-style-type: none"> <li>o Arrange transportation</li> <li>o Names of travelling athletes to office</li> <li>o Handout and collect "Extra Curricular Consent Forms" and fees</li> <li>o Provide the tournament entry fee cheque</li> <li>o Arrange accommodations</li> <li>o Provide an accommodation cheque, if required</li> </ul> </li> <li>- Home tournaments:               <ul style="list-style-type: none"> <li>o Book teams and referees</li> <li>o Organize scorekeepers</li> <li>o Create tournament play schedules</li> </ul> </li> </ul> <p><b><u>End of Season:</u></b></p> <ul style="list-style-type: none"> <li>- Collect uniforms from coaches</li> <li>- Review/evaluate season</li> </ul>	<p><b><u>Pre Season: (attend Orientation Meeting)</u></b></p> <ul style="list-style-type: none"> <li>- Complete: a) Community Coach Application, b) Coaches' Code of Conduct, c) Criminal Records Check</li> <li>- Consult with Director re: coaching philosophy, schedule, budget and possible tournament preferences for upcoming season</li> <li>- Review school policy on co-ed trips, overnight trips, student travel, student code of conduct, and bus conduct</li> </ul> <p><b><u>During Season:</u></b></p> <ul style="list-style-type: none"> <li>- Create a team roster to give to Director as soon as selected</li> <li>- Distribute and sign out uniforms</li> <li>- Provide and collect permission slips, medical forms, and signed Student Athlete Code of Conduct</li> <li>- Communicate any concerns to AD/Admin</li> <li>- Trips/Tournaments:               <ul style="list-style-type: none"> <li>o Copy of team travelers to bus driver</li> <li>o Provide contact information for parents/school</li> <li>o Bring necessary equipment and first aid supplies</li> <li>o Supervise students</li> </ul> </li> <li>- Home Tournaments:               <ul style="list-style-type: none"> <li>o Record results</li> <li>o Collect entry fees</li> <li>o Organize scorekeepers</li> <li>o Prepare and provide coaches' room</li> <li>o Assist with supervision and set-up and take-down</li> </ul> </li> </ul> <p><b><u>End of season:</u></b></p> <ul style="list-style-type: none"> <li>- Hand in uniforms to Director</li> <li>- Nominate athletes for athletic awards</li> <li>- Entertain the thought of coaching next season!</li> </ul>

## **Budgeting**

The objective of budgeting within the athletic program is to provide for the continuation of a quality program for all teams. Some teams are more expensive to operate than others. Coaches need to familiarize themselves with the costs associated with their program so that they may understand decisions being made. Every effort is made to allocate funds fairly. Coaches are encouraged to bring any budget concerns or questions to the Athletic Director.

## **Transportation**

### **1. Bussing**

Due to contractual agreements, school busses must be utilized in many instances. Cost is a major concern.

#### Estimated Bus Costs:

To get a ballpark cost for a trip, assume a cost of \$30 / hour for the driver (whether driving or waiting) plus meals and hotel rooms. Schools are also responsible to offset fuel and maintenance costs and are charged 40 cents/KM.

### **2. Private Vehicles**

Teams may utilize private vehicles only under specific circumstances and following specific guidelines. **Private vehicles are not the recommended method of travel.** It is mandatory that coaches at all times follow all guidelines regarding the use of private vehicles, as outlined in School Board Policy Section 5.7.

Students transported to activities by school bus must return on the bus unless:

- Their own parent is transporting students home.
- Written permission has been granted by their parents for them to be transported by another parent.

Under no other circumstances shall a student receive a ride home.

## **Team Schedules and Practice Times**

Due to age, coaching schedules and other considerations, decisions regarding practice times is best dealt with by the Athletic Director and administration.

## **Playing Time**

It is important that coaches are aware of the commitment that their athletes make, and the expense of sport fees and travel costs. Coaches are requested to inform their players of their expectations regarding playing time, always keeping in mind the level and purpose of the age group that they are coaching. A philosophy of “fair play” for athletes based on their commitment to the team and their age level is necessary, keeping in mind that all athletes benefit immensely during experience gained through competition.



## BC SCHOOL SPORTS B.2 COACH'S CODE OF CONDUCT

The coach / student-athlete relationship is a privileged one. Coaches play a critical role in the personal and athletic development of their students. Therefore, coaches are expected to model the fundamentally positive aspects of school sport. Coaches are responsible for their own behaviour as well as their student-athletes and:

- B2.1.1 shall recognize that school sport is an extension of the classroom, with moral and legislative obligations required of the coach at all times.
- B2.1.2 shall observe the Competitive Rules and Regulations of BC SCHOOL SPORTS, the local Athletic Association and applicable Sport Commission.
- B2.1.3 shall observe the rules of the sport, the spirit of the rules of the sport, and encourage student-athletes to do the same.
- B2.1.4 shall fulfill all league, exhibition, invitational, play-off and championship competitive and event obligations, in accordance with Athletic Association policy, Sport Commission policy or Tournament Organizer agreements.
- B2.1.5 shall treat all participants fairly and equitably, by refraining from discriminating against any student-athlete on the basis of race, colour, ancestry, place of origin, religion, family status, physical or mental disability, sex or sexual orientation.
- B2.1.6 shall respect the rulings of officials without gesture or argument, and require student-athletes to do the same.
- B2.1.7 shall not use foul, profane, harassing or offensive language or gestures in the conduct of coaching duties.
- B2.1.8 shall not use physical force of any kind in the conduct of coaching duties.
- B2.1.9 shall not, under any circumstances, endorse, recommend or suggest the use of performance enhancing drugs or supplements by any student-athlete.
- B2.1.10 shall abstain from the use of tobacco products and alcohol while in the presence of student-athletes, and discourage their use by student-athletes.
- B2.1.11 shall not, under any circumstances, require or imply that a student must be involved in any summer program or club program as part of their obligation to participate on a school team.
- B2.1.12 shall not, under any circumstances, require or imply that a student cannot or should not participate in any BCSS approved sport of their choice in the season preceding and/or succeeding the coach's particular season-of-play.
- B2.1.13 shall not, under any circumstances, start pre-season try-outs or practices to the detriment of any in-season sport.

**I have read and agree to abide by the BC SCHOOL SPORTS Coach's Code of Conduct.**

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Coach's Name

Coach's Signature

Date

**A copy of the signed form should be given to the coach, and the original kept on file at the coach's school.**

**BC SCHOOL SPORTS COMMUNITY COACH APPLICATION FORM**  
(for internal school use - this form should be completed for EVERY Community Coach)

Date (for school year e.g. 2010-2011): \_\_\_\_\_

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_ P.C.: \_\_\_\_\_

Telephone: (H) \_\_\_\_\_ (B) \_\_\_\_\_ Fax: \_\_\_\_\_

E-Mail: (H) \_\_\_\_\_ (B) \_\_\_\_\_

**1) NCCP Coaching Qualifications: NCCP #** \_\_\_\_\_

Certification Level Theory: \_\_\_\_\_ Date Completed: \_\_\_\_\_

Certification Level Technical: \_\_\_\_\_ Date Completed: \_\_\_\_\_

**2) Previous Coaching Experience:**

School: \_\_\_\_\_

Community/Other: \_\_\_\_\_

**3) Coaching Philosophy:** \_\_\_\_\_

**4) Which sport(s) would you like to coach, and at what level?**

Sport(s): \_\_\_\_\_ Level: \_\_\_\_\_

**5) 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 5 a), b) or c), please provide details:

**6) 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 6a), please provide details: \_\_\_\_\_

**7) References**

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

Coaching References:

1) Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Telephone: \_\_\_\_\_

2) Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Telephone: \_\_\_\_\_

Personal Reference:

3) Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Telephone: \_\_\_\_\_

**I hereby give my permission to \_\_\_\_\_ that a Criminal Record Check on me may be conducted prior to commencing any coaching activity with the school.**

**I hereby certify that the information given is complete and correct.**

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **BC SCHOOL SPORTS STUDENT-ATHLETE'S CODE OF CONDUCT**

The actions of a student-athlete are a reflection of themselves, their team, their school and their community. A student's involvement in school sport provides opportunities and experiences that are important to the development of a well-rounded student. However, student-athletes must remember that their participation in school sport is a privilege, not a right.

Student-athletes shall:

### 2.2.1 Treat Everyone with Respect

- a) treat team-mates, coaches, opponents, event organizers and spectators with respect
- b) respect and accept with dignity the decisions of officials
- c) be generous in winning and graceful in losing

### 2.2.2 Exercise Self-Control at all times

- a) remember that there is no place in sport for drugs or alcohol
- b) refrain from the use of foul or profane language
- c) refrain from the use of physical force outside of the rules of the game

### 2.2.3 Play Fair

- a) play within the rules and the spirit of the rules of the game at all times.

Student Name: \_\_\_\_\_

Student's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## VOLUNTEER'S SIGN-OFF ON ORIENTATION MANUAL

I, \_\_\_\_\_ have received a copy and have read the  
Orientation Manual for Volunteers in School District 5.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Please return this completed form to the Administrative Officer of the school at which you are  
volunteering.

Thank you.