

	<p><b>Adopted:</b> June 28, 2011</p> <p><b>Amended:</b> December 15, 2022</p>
	<p><b>External References</b></p> <ul style="list-style-type: none"> <li>• Education Act: 85, 87, 175, 231</li> <li>• Saskatchewan High School Athletics Association Handbook</li> </ul>
	<p><b>Internal References</b></p> <ul style="list-style-type: none"> <li>• AP 401 Criminal Record and Vulnerable Sector Checks</li> <li>• AP 402 Reporting Criminal Charges</li> <li>• AP 403 Code of Conduct</li> <li>• Form 446-1 School Volunteer Application</li> <li>• Form 446-2 Volunteer Review of Code of Conduct</li> <li>• Form 446-3 Volunteer Criminal Record/Vulnerable Sector Checks Request Letter</li> <li>• Form 552-2 Driver Authorization Application</li> <li>• Athletic Director and Coaches' Handbook</li> <li>• School Code of Conduct</li> </ul>

## Background

The Division values those who volunteer to serve the needs of students. The Division recognizes the enthusiasm, support and dedication volunteers bring to school activities, and that their efforts have a positive impact on students.

The Division requires principals to exercise discretion in allowing volunteers access to schools, classrooms, and school grounds.

Volunteers are any individuals who provide support for the curricular and extra-curricular programming (i.e. community coach, classroom helper, driver for activities, etc.)

## Procedures

### 1. Volunteers

- 1.1 Volunteers are to be approved by the principal.
- 1.2 Volunteers are to work under the supervision of a teacher or principal.
- 1.3 Volunteers are not to have access to confidential records or student progress reports.
- 1.4 All new volunteers to the school involved in contact with students are required to submit a current (within six months) Criminal Record and Vulnerable Sector Check at the initial time of volunteering. The Criminal Record and Vulnerable Sector Check (or copy) will be kept at the school level. All new volunteers are required to complete:
  - 1.4.1 Form 446-1 School Volunteer Application
  - 1.4.2 Form 446-2 Volunteer Review of Code of Conduct
- 1.5 Volunteers are to take the following letter, which will be provided by the school principal, to the nearest RCMP office.
  - 1.5.1 Form 446-3 Volunteer Criminal Record/Vulnerable Sector Checks Request Letter
- 1.6 Volunteers will remain on the approved list and will not need to re-apply at the

beginning of each school year unless their status changes.

- 1.7 If driving students, Form 552-2 Driver Authorization Application needs to be completed annually.

## 2. Non-Faculty Coach/Assistant/Manager

- 2.1 In addition to documentation required from volunteers, Non-Faculty Coaches/Assistants/ Managers will be responsible for the coaching duties as outlined by the school. Volunteers will make themselves aware of the rules and regulations of the school sport(s) and required coaches' education as outlined by the Saskatchewan High School Athletics Association (SHSAA), West Central High School Athletic Association (WCHSAA) and the Division. See Form 446-1 School Volunteer Application.