

THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 33 (CHILLIWACK)

Administrative Procedure Manual



ADMINISTRATIVE PROCEDURE 205 COMMUNITY COACHES

Purpose

This Administrative Procedure explains how the Chilliwack School District (the “District”) approves and supports Community Coaches. Community Coaches are an important and valuable partner for the District and help make sure students are safe, supervised, and supported during school sports.

For the purposes of this procedure, a Community Coach is any individual who is not a District employee and volunteers to coach an extra-curricular school team.

Procedure

1. The Community Coach applicant completes [Form 205A](#): Community Coach Information Sheet and provides it to the school principal or designate.
2. The school principal, in consultation with the athletic director where applicable, will meet with the applicant and:
 - a. Determine if the applicant has the ability to work with the age group of the school team.
 - b. Confirm the applicant has the training, skills, and knowledge needed for the activity. This may need to be confirmed by an outside expert.
 - c. Inform the applicant of the Police Information Check requirements.
([Administrative Procedure 405](#): Police Information Check – Volunteers)
 - d. Obtain details of the applicant’s qualifications and certifications provided on [Form 205A](#): Community Coach Information Sheet.
3. If the school principal determines the applicant is suited for the position, [Form 205B](#): Community Coach Agreement is to be completed in full.
4. Community Coaches under 19 years of age and student teachers must always be under the direct supervision of a staff sponsor. Staff sponsors must make their presence known to opposing coaches/sponsors and tournament/event organizers.
5. The Community Coach or, if required, staff sponsor is responsible for:
 - a. Reporting to the principal or designate on a regular basis about the program and schedules of the team.
 - b. Being present during practices and team events.

Related Legislation: xxxx

Related Contract Article: xxxx

Adopted: September 25, 2026

Revised: xxxx

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- c. Being present at all games, tournaments, and travel events.
- d. Advising parents of all travel and supervision arrangements.