



SECTION:	General School Administration	APPROVAL DATE:
SUBSECTION:	School Building Administration	March 6, 2000
POLICY NAME:	Volunteers in Schools	LAST REVISED:
POLICY NUMBER:	APP.K.GSA.E.9	March 6, 2000

SAMPLE VOLUNTEER COACHING APPLICATION FORM

The following form is to be used when interviewing a potential coach in any one of the following situations:

- a) The applicant is not an administrator or someone with teaching certification.
- b) The person's philosophy and/or expertise are unknown.
- c) The position to be filled is one of head coach or the person would be asked to coach by himself/herself.
- d) The person would be coaching a higher risk sport.
- e) The principal or designate decide to formally interview for other reasons.

Please record pertinent information on this form and keep on file. Interviewers are encouraged to include additional questions which would be relevant to their school.

CANDIDATE

Name: _____

Address: _____

Phone: (Home) _____ (Work) _____

E-mail or fax: _____

Health Card Number: _____

SCHOOL

Principal/Designate:

Team in Question:
Higher Risk Sport Yes _____ No _____

1. Please describe your previous coaching experience in _____(specific sport) as well as coaching experience in any other sport. Include number of years you have coached, age range of players, competitive nature of league and any other details you think are pertinent.

2. Describe current certification and/or qualification you hold which would be relevant to coaching.

Do you have St. John Ambulance Emergency/Standard First Aid certification or equivalent?

Expiry date of certificate: _____

3. What are the three primary goals that you are trying to achieve as a coach?

4. Have you ever been convicted of any offense under the Criminal Code of Canada for which a pardon has not been granted? YES _____ NO _____

If yes, please explain.

5. Do you understand/support the principles of the "fair play" philosophy in athletes? YES ___ NO _____

6. How would you set standards of behaviour for the players you coach?

7. Please list two references associated with previous coaching experience.

REFERENCES

Reference (Not A Relative)	Position	Phone Number

This information is collected pursuant to the Wellington Catholic District School Board’s role as employer as set out in the Education Act. The information is collected for employment and human resource planning purposes and is within the guidelines set out in the Municipal Freedom of Information and protection of Privacy Act, 1989. References listed on this form will be contacted for information with respect to your suitability as a volunteer coach of Wellington Catholic District School Board’s student athletes.

Signature of Applicant: _____ Date _____

Signature of Principal/Designate: _____ Date _____

OFFICE USE ONLY

References checked. YES ____ NO ____

By: Signature of Principal/Designate: _____

NOTES:

Application accepted ____ not accepted ____

Orientation session completed. YES ____ NO ____ Date: _____

Signature of Principal/Designate: _____ Date _____