

EXTRA CURRICULAR ACTIVITIES – APPROVAL GUIDELINES

Approval Guidelines for Principals

1. Schools should have funding sources available to assist student athletes who are unable to afford team fees (in-school accounts, KidSport, Jump Start etc.).
2. Extra-Curricular activities requiring travel shall comply with AP 261, Educational Field Trips.
3. Accidents or injuries occurring during extra-curricular activities must be documented on [Form 165-6](#).
4. Coaches and teachers must not miss staff meetings to attend extra-curricular events.
5. Extra-curricular events held on Professional Development Days must have superintendent approval well in advance of the activity.
6. GSSD teams must request late draws for tournaments to minimize time away from class and reduce sub costs.
7. Hosted tournaments are not to start before 2:30 on school days. Exceptions may be made for outdoor sports (golf, football).
8. A maximum of four coaches may be approved for football and track and field events. A maximum of two coaches may be approved for all other sports.
9. Games should begin at the earliest time the visiting team can arrive.
10. In one school year, students in grade six or below, a maximum of five school days may be missed to attend extra-curricular events.
11. Extra-curricular activities deemed high risk must have previous Director approval through Form 215-1.
12. Principals will make reasonable effort to provide coverage to minimize the number of substitute days utilized for extra-curricular activities.

Recognition Guidelines for Principals

1. Recognition will be as outlined in the current local agreements.
2. There should be administrator approval in advance of the activity.

3. Hours claimed must fall outside the school day.
4. In the event of multiple supervisors, between the hours of 10 pm and 6 am, a supervisor to student ratio of 1:15 will be approved. In the event of an emergency, more than one supervisor will be compensated for the supervision hours.