



**Volunteer Management Policy
K-W Badminton Club
January 2016**

VOLUNTEER MANAGEMENT POLICY FOR THE K-W BADMINTON CLUB (KWBC)

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A. Planning

1.0 Value of Volunteers

1.1 KWBC has adopted the Canadian Code of Volunteer Involvement (see Appendix one) and therefore relies on the efforts of volunteers to provide its services and support its mandate. We value their involvement and appreciate their hard work. Volunteers have a right to be treated respectfully and with sensitivity to their particular strengths, capabilities, limitations and needs.

2.0 Purpose of volunteer program

2.1 The volunteer program empowers volunteers, ensures their effectiveness and provides appropriate recognition to them in exchange for their time, talents and skills. The volunteer program provides volunteers with the skills needed to perform their duties.

3.0 Screening Standards

3.1 To ensure a mutually beneficial experience for volunteers and the KWBC and the safety of participants, all potential volunteers will be screened before they can be accepted and placed within the club. Ongoing screening through supervision, evaluation and feedback ensures high standards in our volunteer program. Specific screening procedures, including implementation procedures for recurring volunteers, will be dependent on the particular position and will be outlined in the position's Terms of Reference (see Appendix two).

3.2 Any volunteer who is deemed unsuitable, or for whom there isn't a match may not be placed or may be referred to a more appropriate placement.

3.3 Records of the screening measures will be maintained in the volunteer's personnel file.

4.0 Insurance

4.1 Liability and accident insurance have been purchased for all volunteers engaged in activity for the KWBC. The organization does not guarantee that coverage will be applicable or sufficient in all situations. Volunteers may wish to contact their personal insurance carrier for further information.

5.0 Harassment and Abuse policy

5.1 Harassment and/or Abuse in any form are strictly prohibited and may be grounds for termination as a volunteer. Refer to the Harassment Policy for more information.

B. Recruitment

6.0 Wellness Health

6.1 KWBC acknowledges its obligation to provide a safe environment for all volunteers, participants and staff. A volunteer who cannot carry out regular duties effectively or safely may be (temporarily) reassigned until other work is available or (temporarily) suspended from his/her volunteer duties.

6.2 KWBC recognizes that persons with an (chronic) illness or disability may wish to engage in as many pursuits as their condition allows, including volunteer work. As long as these volunteers are able to meet the organization's performance standards and medical evidence indicates that their condition is not a threat to themselves and others, these volunteers are welcome in our organization.

6.3 KWBC will treat all health information confidentially and will only disclose information about a volunteer's health status where there is informed consent from the volunteer or a legal obligation to do so.

7.0 Term of Service

7.1 All volunteer positions have a designated term of service, as defined in the position's Terms of Reference. Extensions or renewals of terms of service will be reviewed and discussed with volunteer and staff at the conclusion of the term of service.

8.0 Internal candidates

8.1 Volunteers who wish to transfer from one program to another (or one position to another) if required, may undergo additional screening

measures as outlined on the position Terms of Reference prior to starting in a new position.

9.0 Minors

- 9.1 Volunteers under the age of 18 must provide a signed letter of consent from a parent or legal guardian, before undergoing certain screening measures.

10.0 Application Form

- 10.1 All potential volunteers must complete an Application Form and Authorization for Collection of Personal Material (see samples in Appendix three) prior to being considered for a position.

11.0 References

- 11.1 All potential volunteers may be required to submit personal and/or professional references as part of the application form process prior to acceptance as a volunteer. Potential volunteers are requested to provide signed consent giving the organization permission to contact the provided references.
- 11.2 A trained person will conduct the reference checks in accordance with the Reference Check procedures as detailed in the Membership Guide (see sample questions in Appendix four).
- 11.3 If requested, the club may provide a reference on behalf of the volunteer. Volunteers who leave the club may request a letter of reference upon their departure.

12.0 Police Checks

- 12.1 A police records check may be used as one of the screening tools. If required, potential volunteers must sign a consent form (see Appendix five) for requesting a police records check. Only relevant offences found in the Identification Data Bank attainable through the RCMP will be checked. Refer to the Police Records Check Procedure (see sample in Appendix six).

13.0 Interviewing

- 13.1 As part of our KWBC's comprehensive screening program, all volunteers will be interviewed to determine suitability and interest for the position sought. Interviews will be conducted by a designated

person or persons and may be conducted by volunteers and/or staff (see sample in Appendix seven).

14.0 Volunteer Unsuitability

14.1 Our organization practices a fair and respectful selection process. Volunteers are assessed on their suitability for a placement within the organization. KWBC reserves the right to not accept a volunteer's services if there is not a suitable placement.

14.2 If a volunteer is not suitable for a placement within the organization, the administrator of volunteers will call or send a letter indicating that the organization does not have a position available.

15.0 Placement

15.1 Only when the initial screening process has been satisfactorily concluded will the volunteer be notified of official acceptance.

C. Orientation and Training

16.0 Code of conduct

16.1 All volunteers are required to agree to be bound by the applicable volunteer code of conduct (see sample Appendix eight) and abide by the letter and spirit of the club's policies.

17.0 Accountability / lines of communication

17.1 Each volunteer assigned to a position has a volunteer or staff supervisor. The supervisor is responsible for day-to-day management and involving the volunteer in all relevant events and communications relating to their position, program or the organization as a whole.

17.2 If a volunteer has a concern regarding his/her supervisor or the flow of information he/she can bring this to the attention the Board of Directors in writing.

18.0 Authority

18.1 Prior to any action or statement that might significantly affect or obligate the club, volunteers should seek prior consultation and approval from appropriate staff or supervisor. These actions may include, but are not limited to, public statements to the media, lobbying efforts, collaborations or joint initiatives with other

organizations, or any agreements involving legal, financial or contractual obligations.

- 18.2 Personal opinions expressed by volunteers of the club that are not endorsed by the club may not appear on official letterhead, nor be presented in such manner that it appears to represent the organization's opinion.

19.0 Absenteeism, leave of absence, substitution

- 19.1 Volunteers are expected to perform their duties on a scheduled, punctual and reliable basis. When unable to meet their commitments, volunteers need to inform their supervisor as far in advance as possible so that alternate arrangements can be made.
- 19.2 Volunteers may request a fellow volunteer to substitute, provided this volunteer has been screened and trained for the same position. Prior approval of the coordinator of volunteers is required.
- 19.3 Volunteers who take a leave of absence of more than {3 months} may be rescreened conforming to the current screening guidelines for new volunteers.

20.0 Confidentiality

- 20.1 Volunteers are expected to respect and maintain the confidentiality of information about participants, volunteers and staff gained through the role or presence as a volunteer within the KWBC.
- 20.2 Information gained through the volunteer role within KWBC is strictly confidential except under the following circumstances:
- There is a legal obligation for staff/volunteers to provide information when required to do so.
 - There is an obligation for staff/volunteers to inform the appropriate authorities if there is reason to believe that the safety or well being of participants is at risk.
 - Staff/volunteers are required to inform the organization and/or appropriate authorities if there is potential for danger to self or others.

21.0 Conflict of interest

21.1 When a situation of (perceived) conflict of interest occurs, the volunteer shall report this to the staff/supervisor for further consultation.

21.2 Volunteers should be aware of and adhere to the regulations or restrictions imposed on the KWBC.

22.0 Training

22.1 Depending on the position, volunteers will receive training to carry out the responsibilities of their position. Training will provide the volunteer with specific knowledge, skills and support to perform their role effectively. Training opportunities are outlined in the position's Terms of Reference.

23.0 Additions/Omissions

23.1 New policies or amendments to existing policies may be introduced that will affect all volunteers. Current volunteers will be informed of any changes in policies and explained how to comply with the new policies.

D. Supervision

24.0 Reporting obligations

24.1 Accidents, injuries and hazards must be reported immediately and a Critical Incident Form (see sample in Appendix nine) completed and submitted to your supervisor. Incidents include violence, theft, inappropriate behaviour, abuse or any (potentially) unsafe situation.

25.0 Discipline

25.1 Volunteers who fail to adhere to the policies and procedures of the club may face disciplinary action, including dismissal.

25.2 The club believes in fairness and openness and volunteers can expect a commitment to resolving conflict and receiving supportive and constructive criticism. If disciplinary action is required, refer to the Discipline Policy.

26.0 Immediate Dismissal

26.1 The KWBC values a collaborative work environment and will attempt to respectfully resolve conflict or problem situations. However, our priorities are the safety and well being of our participants, volunteers and staff and the integrity of the club. If a volunteer commits a dangerous or harmful act, he/she may be dismissed immediately and without warning.

26.2 Grounds for immediate dismissal may include (but are not limited to):

- Gross misconduct or insubordination
- Committing a criminal offence (theft, assault, vandalism, etc,)
- Acts of abuse, mistreatment or violence
- Being under the influence of alcohol or drugs

E. Evaluation

27.0 Evaluation Process

27.1 Evaluation is an important part of improving the services of KWBC. The club utilizes a systematic and objective evaluation process for all volunteers and staff.

27.2 KWBC has the right to regularly monitor and evaluate the work performance of volunteers. Volunteers have the right to regular feedback and evaluation on their work assignments.

27.3 Evaluations (see sample Appendix ten) take place within three months of starting a placement and then at least once a year. Evaluations are carried out by the staff or volunteer supervisor and conducted one on one. Other formats such as participant surveys may also be conducted.

27.4 If disagreement over the outcome of the evaluation exists, volunteers can address a complaint to the Board of Directors.

28.0 Grievance / Complaint procedure

28.1 Every effort will be made to resolve conflict amicably and cooperatively. Volunteers have the right to address concerns with

their supervisor or (in case of conflict with the Board of Directors) with a designated person within the club.

28.2 Where possible, confidentiality shall be maintained.

28.3 A complaint can be made verbally or in writing.

APPENDIX ONE

Canadian Code for Volunteer Involvement

VALUES FOR VOLUNTEER INVOLVEMENT

Volunteer involvement is vital to a just and democratic society.

It fosters civic responsibility, participation and interaction.

Volunteer involvement strengthens communities.

It promotes change and development by identifying and responding to community needs.

Volunteer involvement mutually benefits both the volunteer and the organization.

It increases the capacity of organizations to accomplish their goals, and provides volunteers with opportunities to develop and contribute.

Volunteer involvement is based on relationships.

Volunteers are expected to act with integrity and be respectful and responsive to others with whom they interact.

GUIDING PRINCIPLES FOR VOLUNTEER INVOLVEMENT

Volunteer organizations recognize that volunteers are a vital human resource and will commit to the appropriate infrastructure to support volunteers.

The organizations' practices ensure effective volunteer involvement. The organization commits to providing a safe and supportive environment for volunteers.

Volunteers make a contribution and are accountable to the organization.

Volunteers will act with respect for beneficiaries and community. Volunteers will act responsibly and with integrity.

ORGANIZATION STANDARDS FOR VOLUNTEER INVOLVEMENT

- The Board of Directors and senior management acknowledge and support the vital role of volunteers in achieving the organization's purpose or mission.
- Policies and procedures are adopted by the KWBC to provide a framework that defines and supports the involvement of volunteers.
- A qualified person is designated to be responsible for the volunteer program.
- A clearly communicated screening process is consistently applied.

- Volunteer assignments address the purpose of the organization and involve volunteers in meaningful ways – reflecting their various abilities, needs and backgrounds.
- Volunteer recruitment and selection reaches out to diverse sources of volunteers.
- Volunteers receive an orientation to the organization, its policies and procedures, and receive training for their volunteer assignment.
- Volunteers receive appropriate levels of supervision according to their tasks and are given regular opportunities to receive and give feedback.
- Volunteers are welcomed and treated as valuable and integral members of the organization's human resources.
- The contributions of volunteers are regularly acknowledged with formal and informal methods of recognition.

APPENDIX TWO

Terms of Reference – Program Volunteer

POSITION: PROGRAM VOLUNTEER

RISK LEVEL: Low

RESPONSIBLE TO: Head / Assistant Coach

GOALS:

1. Instruction in sport skills.
2. Competition at an appropriate level.
3. Modeling and instilling socially appropriate behaviour including fair play.

RESPONSIBILITIES:

1. Attend practice and events on a regular basis.
2. Communicate with Head Coach regarding practices and events.
3. Adhere to the plans of the Head Coach (weekly & yearly).
5. Devote adequate time to preparation of athletes for events.

BOUNDARIES/ LIMITATIONS:

1. Adherence to Coaches Code of Conduct
2. Adherence to KWBC's Constitution & By-Laws, Policies & Principles.
3. Must follow the philosophy of KWBC as presented in the Mission Statement.
5. Must be at least 12 years of age.

SKILLS / QUALIFICATIONS / EXPERIENCE:

- General knowledge of Badminton.
- Some knowledge of / experience with the particular needs of persons with a mental disability.

PERSONAL TRAITS / QUALITIES

- Interest and support for the goals of the KWBC
- Fair-minded
- Good communicator
- Ability to exercise good judgment

ORIENTATION / TRAINING:

- Mandatory Attendance at Orientation Night

SUPPORT / SUPERVISION & EVALUATION

- Annual evaluation
- Exit interviews

BENEFITS:

Registered Volunteers of KWBC benefit by having their volunteer fee waived when minimum amount of volunteer hours are met.

SCREENING MEASURES:

1. Detailed Position Description & Terms of Reference
2. Completion of Volunteer Application Form & Registration Form
3. Personal Reference Check
4. Interview
5. Orientation & Training
6. Supervision & Annual Evaluations

Terms of Reference – Assistant Coach

POSITION: ASSISTANT HEAD COACH

RISK LEVEL: Medium

RESPONSIBLE TO: Head Coach

GOALS:

1. Instruction in sport skills.
2. Competition at an appropriate level.
3. Modeling and instilling socially appropriate behaviour including fair play.
4. Learning the role of the Head Coach via mentorship.

RESPONSIBILITIES:

1. Attend practice and events on a regular basis.
2. Communicate with Head Coach regarding practices and events.
3. Adhere to the plans of the Head Coach (weekly & yearly).
4. Supervise activities when deemed necessary by Head Coach.
5. Devote adequate time to preparation of athletes for events.

BOUNDARIES / LIMITATIONS:

1. Adherence to KWBC Coaches Code of Conduct
2. Adherence to KWBC Constitution & By-Laws & Principles
3. Must follow the philosophy of KWBC as presented in the Mission Statement.
5. Must be at least 16 years of age.

SKILLS / QUALIFICATIONS / EXPERIENCE:

1. Must have 3M NCCP Level 1 Theory course within the first year of coaching.
2. Strong knowledge of Badminton skills.

PERSONAL TRAITS / QUALITIES

- Interest and support for the goals of the KWBC
- Fair-minded
- Good communicator
- Ability to exercise good judgment

ORIENTATION / TRAINING:

- Mandatory attendance at Orientation Night

SUPPORT / SUPERVISION & EVALUATION

- Annual evaluation
- Random spot checks
- Exit interviews

BENEFITS:

Registered Volunteers of KWBC benefit by having their volunteer fee waived when minimum amount of volunteer hours are met.

SCREENING MEASURES:

1. Detailed Position Description & Terms of Reference
2. Completion of Volunteer Application Form & Registration Form
3. Personal Reference Check
4. Interview
5. Criminal Reference Check for Relevant Offenses
6. Orientation & Training
7. Supervision & Annual Evaluations
8. Participant Follow Up

Terms of Reference – Head Coach

POSITION: HEAD COACH

RISK LEVEL: High

RESPONSIBLE TO: Board of Directors

GOALS:

1. Instruction in sport skills.
2. Competition at an appropriate level.
3. Modeling and instilling socially appropriate behaviour including fair play.

RESPONSIBILITIES:

1. Plan the club activities for the season (weekly lesson plans and yearly goals).
2. Regularly communicate with Assistant Coaches.
3. Facilitate practices with assistant coaches with the safety and well being of the athletes always coming first.
4. Ensure that all athletes / volunteers are registered to participate.
5. Attend regularly scheduled coaches meetings.
6. Devote adequate time to preparation of athletes for events.

BOUNDARIES / LIMITATIONS:

1. Adherence to KWBC Coaches Code of Conduct
2. Adherence to KWBC Constitution & By-Laws & Principles.
3. Must follow the philosophy of KWBC as presented in the Mission Statement.
5. Must be at least 18 years of age.
6. Not responsible for transportation to/from practices/competitions.

SKILLS / QUALIFICATIONS / EXPERIENCE:

1. Must have 3M National Coaching Certification Program (NCCP) Level 1
2. Strong knowledge of chosen sport.
3. Must have at least 2 years coaching experience

PERSONAL TRAITS / QUALITIES

- Interest and support for the goals of the KWBC
- Fair-minded
- Good communicator
- Ability to exercise good judgment
- Patience and understanding

ORIENTATION / TRAINING:

- Coaches Orientation Night meeting to review policies and procedures
- Mandatory attendance at Harassment and Abuse Awareness Workshop within one year

SUPPORT / SUPERVISION & EVALUATION

- Annual evaluation
- Random spot checks
- Exit interviews

BENEFITS:

Registered Volunteers of KWBC benefit by having their volunteer fee waived when minimum amount of volunteer hours are met.

SCREENING MEASURES:

Initial Year:

1. Detailed Position Description & Terms of Reference
2. Completion of Volunteer Application Form & Registration Form
3. Personal Reference Check
4. Interview
5. Criminal Reference Check for Relevant Offenses
6. Orientation & Training
7. Supervision & Annual Evaluations
8. Participant Follow Up

Subsequent Year(s):

1. Criminal Reference Check for Relevant Offenses
2. Orientation & Training
3. Supervision & Annual Evaluations
4. Participant Follow Up

APPENDIX THREE
Volunteer Application Form

* Please list relevant information related to the volunteer position

Legal Surname: _____

Legal First Name: _____

Position Applying for: _____

Address: _____

Residential Telephone: _____ Bus. Telephone: _____

Fax: _____ Email: _____

Occupation & Employer: _____

Employment Experience: _____

Volunteer Experience: _____

Interests, hobbies: _____

Special Skills, languages: _____

Formal Certification (e.g. NCCP, First Aid): _____

How did you hear about this organization? _____

Names and telephone numbers of references:

Former adult age players or parents: _____

Employment related: _____

Volunteer related: _____

Family &/or friend: _____

What are some of your future goals in the recreation or sport field? _____

Providing false or misleading information may prevent you from getting this position, or if discovered later, be cause for dismissal or disciplinary action.

**Certification & Authorization for Collection
of Personal Information**

**NOTE: Please read carefully before signing.
This Application is not valid unless signed by the applicant**

I, _____, certify that the information provided in this
(name of applicant)
application and attachments/resume is true and complete. I understand that if any
information in this application or attachments/resume is found to be untrue or
incomplete, my application may be rejected or I may be dismissed in the event that I am
the successful applicant;

and I authorize K-W Badminton Club to collect personal information appropriate to the
position applied for concerning my academic background, employment history, and to
verify the character references I have supplied.

I understand that the information obtained will be confidential but may be shared with
relevant organizations in order to obtain an appropriate volunteer position.

Day / Month / Year _____

Applicant's signature _____

APPENDIX FOUR

Reference Check Questions

Can be used for telephone, person-to-person or mail...

To start

- Identify yourself and your organization
- Verify that you are speaking to the person named as a reference.
- Tell the person that (name of applicant) gave you permission to call for a reference and that you will keep the conversation confidential.
- Ask if this particular time is suitable and indicate how long the conversation will take.
- Explain what the applicant would be doing for your organization and the participant group they would be working with.

Sample Introduction Script

Hello, my name is _____ and I am calling on behalf of K-W Badminton Club.

(Name of applicant) has applied to be a volunteer with us doing _____ . Your name has been provided as a reference.

Do you have a few minutes to answer some questions?

Sample Questions (To be adapted to the specific job requirements)

- How long have you known the applicant?
- In what capacity do you know him or her?
- Would you say that you know the individual well? Slightly?
- What is your current relationship to the applicant?
- Describe your experience with the applicant?
- How would you describe the personality and temperament of this person?
- What do you remember most about this person – good? bad?
- How did the individual handle her or himself in your organization?
- Please comment if possible on the following traits. How much or how little does this individual exhibit these traits?
 - dependability
 - trustworthiness
 - honesty
 - social skills
 - initiative
 - assertiveness
 - perseverance
 - patience
 - ability to deal with stress
 - respect for others
 - leadership qualities

- role model for others
- emotional stability
- tolerance of differences
- ability to follow through on commitment

- Has the person ever demonstrated any characteristic of temperament or personality that you believe would cause a problem if she/he were to take this position?
- Has a child ever complained about the conduct of this individual? If so, what was the nature of the complaint?
- Would you be willing to have this person work on a one-on-one basis with your child?
- Does this individual promote and exhibit fair play practices? Give some specific examples.
- How well does this person work on their own? As part of a team?
- What would you identify as this individual's strengths? Weaknesses?
- Would you recommend this individual to our organization?

Sample Organization-Specific Questions

- 1) It is important that our volunteers are reliable.
Tell me about your experiences with (name of applicant) in regard to reliability.
- 2) What are (name of applicant's) strengths and weaknesses in regard to *coaching people with disabilities*?
- 3) It is important to us that (name of organization)'s volunteers are comfortable with being supervised (or are able to work independently with little or no supervision). What is your experience with (name of applicant's) ability to accept being supervised or working independently?
- 4) This volunteer position requires handling many tasks at once and can be stressful at times. How does (name of applicant) deal with stressful situations?

APPENDIX FIVE

Authorization for Release of Criminal Record of Applicants for Boards of Directors

I, _____

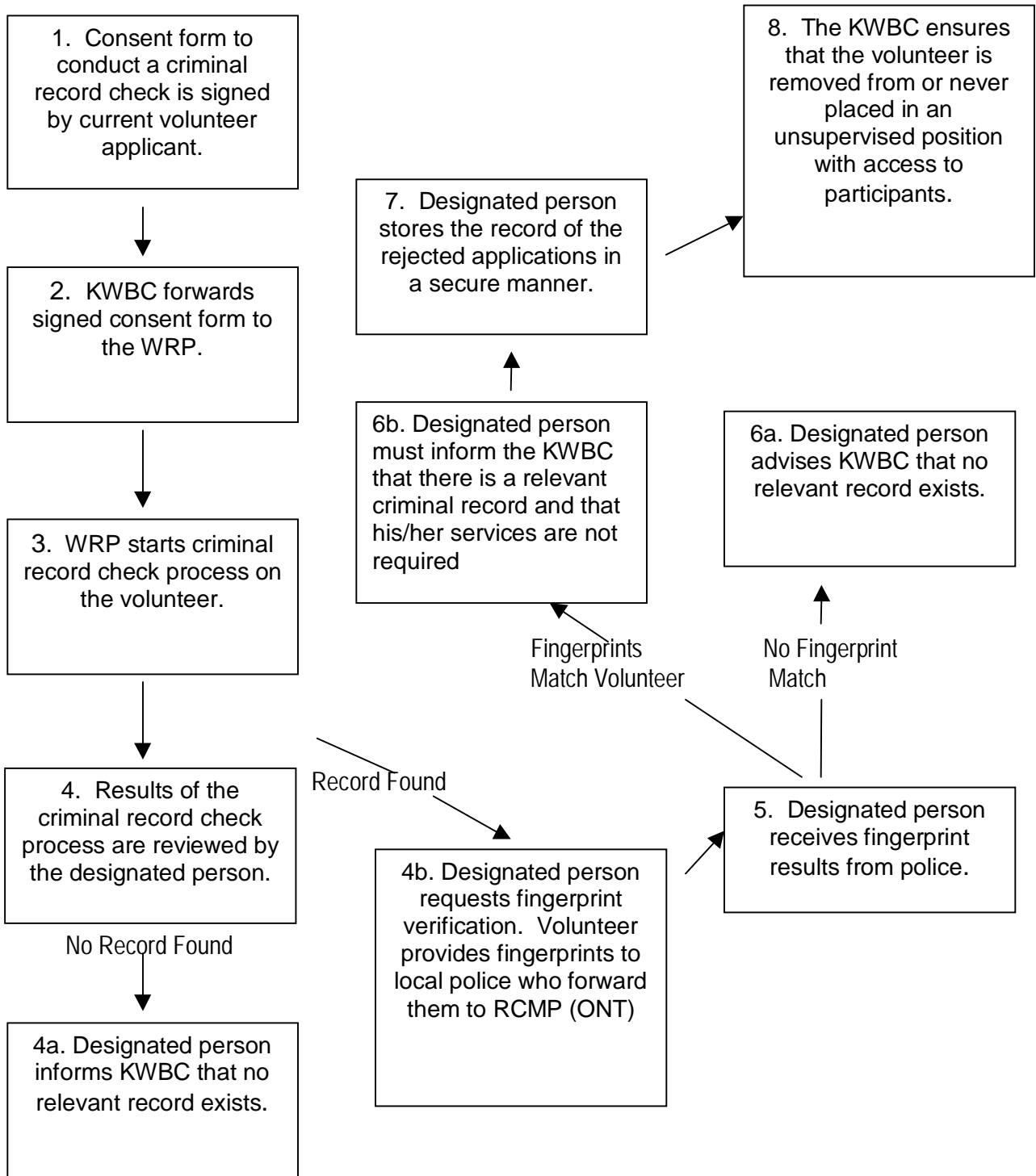
HEREBY CONSENT TO AND AUTHORIZE;

the ROYAL CANADIAN MOUNTED POLICE or ANY LOCAL POLICE FORCE OR DEPARTMENT, to release to K-W Badminton Club of 69 Agnes St. Kitchener, Ontario, the following information:

One copy of my criminal record containing any and all notations that related to the following offences;

- Vulnerable Sector Check

K-W BADMINTON CLUB SCREENING PROCESS



APPENDIX SIX
Sample Interview Questions

“High Risk” Volunteer Positions

- How did you learn about this program/project?
- Have you read the handbook, promotional materials, policies and procedures manual?
- Do you have any questions about what you have read?
- What made you decide to apply for this position?
- What do you understand the role of (POSITION) to be?
- What do you hope to achieve in this role?
- What are your personal goals for this position?
- What age groups do you prefer to work with?
- Are there groups or individuals you would prefer to not work with?
- Please tell me about your experience with (ask as applicable to the position) children, individuals with disabilities, seniors.
- How would you handle the following situation? (Give a hypothetical case involving a participant)
- How would you handle the following situation? (Give a case involving harassment)
- How would you handle the following situation? (Give a case involving suspected abuse)
- Has a child/participant ever made a complaint about you? If so, what was the outcome?
- What difficulties do you see in fulfilling this position?
- Are there any circumstances around any of your references/contacts that you would like to tell us about?

APPENDIX SEVEN
Volunteer Code Of Conduct

- **Treat everyone fairly** within the context of their activity, regardless of gender, ethnic background, colour, sexual orientation, religion, political belief or economic status;
- Agree to conduct yourself in a manner consistent with the position as a **positive role model**, and as a representative of KWBC;
- **Follow** KWBC Constitution, By-Laws and/or Operating Rules of KWBC or its authorized club;
- **Respect the privacy and dignity** of participants by not revealing confidential information without consent, except where required by law as in the case of suspected child abuse;
- Consistently **display high personal standards** and project a **favourable image** of your sport and of volunteering.
- **Refrain** from **public criticism** of fellow members.
- **Abstain** from and **discourage** the use of **drugs, alcohol and tobacco** products in conjunction with sport.
- **Refrain** from the use of profane, insulting, harassing or otherwise **offensive language** while volunteering.
- Regularly seek ways of **increasing professional development** and self-awareness.
- **Co-operate** with the club's participant's **parents or legal guardians**, involving them in their child's development.

You must:

- Ensure the **safety** of the athletes with whom you work.
- **Respect** others' **dignity** - verbal or physical behaviours that constitute abuse or harassment are unacceptable.
- **Never advocate** or **condone** the use of **drugs** or other **banned** performance enhancing **substances**.
- **Never** provide **underage** athletes with **drugs, alcohol or tobacco** products.

APPENDIX EIGHT

Critical Incident Form

Volunteers will report any incident, accidents, injuries or hazards where there was any risk to personal or property safety, or which might lead to a claim against KWBC's insurance policies including violence, theft, inappropriate behaviour, abuse or any potentially unsafe situation to the supervisor immediately and by completion of the following information:

Date: _____ Time: _____

Name of person completing report: _____

Title: _____ Telephone number: _____

Location of incident: _____

Description of incident:

If applicable, describe the nature/extent of injury or property damage:

Name and contact information of person(s) involved:

APPENDIX NINE
Volunteer Position Feedback and Evaluation Form

Name of Volunteer: _____

Period covered: _____

Position: _____

Date: _____

1. Position Goals

	Not met		satisfactory		superior
1. _____	1	2	3	4	5
2. _____	1	2	3	4	5
3. _____	1	2	3	4	5
4. _____	1	2	3	4	5
5. _____	1	2	3	4	5

2. Work Relationships

	needs improvement		satisfactory		excellent
a. Relations with other volunteers	1	2	3	4	5
b. Relations with staff	1	2	3	4	5
c. Relations with athletes	1	2	3	4	5
d. Meeting commitments on time/task deadlines	1	2	3	4	5
e. Initiative	1	2	3	4	5
f. Flexibility	1	2	3	4	5

3. Comments from Supervisor regarding above areas:

4. Comments by volunteer regarding above areas:

5. Most significant achievement during period of evaluation: