

# Volunteer Guidelines & Responsibilities

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05.2018

**Thank you for volunteering. The following is a list of our general guidelines.**

You will be given detailed assignments based on your interests and comfort level. Each of our events have a team leader to provide help with any issues that may arise. When you arrive for an event, you will be given your volunteer activity for the day along with all team leader and staff information. Most of all have fun knowing you are making a difference.

1. As a Adaptive Sports Connection volunteer, you are expected to be courteous and professional in your interactions with participants, families, community partners, medical professionals, Adaptive Sports Connection staff and other volunteers, as well as any outside sources you may contact for assistance.
2. You will be asked to submit to a criminal background check every two years if you are over 18 and work with participants more than 3 times in a season. Volunteers who refuse to comply with this policy will be refused assignment.
3. Volunteers must keep a current volunteer profile online, sign a release of liability at least once per year, and read and understand training materials, or attend any volunteer trainings as deemed necessary by staff and lead volunteers before volunteering.
4. Volunteers must not be alone with a person under the age of 18 or a vulnerable person at any time. Volunteers do not provide any kind of personal assistance to participants or minors.
5. The consumption of alcohol or illegal drugs, or substances known to decrease your ability to serve in a volunteer role before the end of any Adaptive Sports Connection event is strictly prohibited.
6. If you encounter defective equipment, an unsafe situation, or observe others working in an unsafe manner, resolve the situation if you're able. Please report such incidences to staff or a lead volunteer immediately.
7. Return all equipment to Adaptive Sports Connection after each activity, and ensure that it is cleaned and stored in its proper place. Please make note of any concerns or equipment issues for future repair by filling out a repair ticket and following up with staff or a lead volunteer.
8. Volunteers who are unable to attend a Adaptive Sports Connection program that they have previously registered for must contact the Volunteer Coordinator or email [info@adaptivesportsconnection.org](mailto:info@adaptivesportsconnection.org) to communicate their absence as far in advance as possible.

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9. Volunteers are expected to be neat and clean when volunteering with any Adaptive Sports Connection program. Clothing may not be revealing, suggestive, or contain any lewd or profane language.
10. Anything that “goes wrong” at any Adaptive Sports Connection event is considered an incident, and an incident form will need filled out for every incident at a Adaptive Sports Connection program. Any volunteer who witnesses an incident must speak with staff or a lead volunteer to assist in filling out an incident report form as soon as the incident is resolved.
11. Adaptive Sports Connection staff and volunteers may only render medical assistance to a level that corresponds directly to their current trainings and certifications. Volunteers may not administer prescription or over the counter medications without proper trainings (i.e advanced First Aid, Wilderness First Responder). Any time First Aid is given, an incident report must be filed.
12. Do not attempt to counsel participants and families or act as a social worker. Refer families or individuals to the Adaptive Sports Connection office so that we may put them in touch with professional counselors or the appropriate social services.
13. Please ensure that participants have adequate clothing and the necessary safety equipment before they begin participation in a Adaptive Sports Connection activity. Check with a staff member or a lead volunteer if you are unsure about equipment or clothing needs for the activity.
14. Volunteers witnessing or experiencing abuse of any kind must report it immediately to a Adaptive Sports Connection staff member so that they may report and follow-up on any such incidents.
15. Volunteers serve Adaptive Sports Connection at the sole discretion and will of the organization; either the volunteer or Adaptive Sports Connection may end the relationship at any time.

**Thank you for helping to carry out the Adaptive Sports Connection mission of connecting individuals with disabilities, their families, volunteers, and community organizations through a lifetime of adventure sports!**