

## **Volunteer Policy and Procedure 2005-06**

Orienteering is a great sport for both the recreational and competitive participants. The Yukon Orienteering Association offers a variety of opportunities for people interested in orienteering for fitness and fun. People of all ages are encouraged to participate. This being said, the YOA will take measures to protect itself and its community members from physical harm and legal liability.

The achievements of the goals of the Yukon Orienteering Association will be best served by the active participation of the citizens of the Yukon . Therefore, the YOA encourages and welcomes the involvement and participation of the community. Yukon Orienteering Association board members, program volunteers and event volunteers will work as equal partners in implementing the objectives of this association. Volunteers will be treated with respect and dignity as they will be called upon for participation, input and opinions throughout their duties.

### **Volunteer Policy**

All policies and practices pertaining to volunteers will be fully documented and clearly communicated to volunteers. The YOA reserves the right to make changes to the volunteer policy and procedures from time to time.

### **Volunteer Procedure**

- The YOA Executive will review the volunteer policy and procedures on an annual basis.
- Any YOA member can submit proposed changes to the Executive.
- The Executive will review the proposed changes recommending approval or not.
- Volunteers will be informed of any change in the policy and/or procedures.

### **Recruitment Policy**

The YOA will recruit volunteers to fill positions as required. Applicants interested in volunteering for YOA will complete an application form. Volunteers who are in a position of trust over children or in position of financial control will be interviewed.

### **Recruitment Procedure**

- Recruitment strategies will reflect the particular program that is being recruited for.
- If required, a YOA member will interview the applicant prior to his/her placement

- Volunteers who have held the position prior to this policy will be exempt from interviews.
- Interviewers will use a standard interview format appropriate to the position, with the same questions for all applicants for that position.
- Clear objective documentation will be taken and kept on file.

### **Reference Check Policy**

Reference checks will be conducted for all applicants holding positions of trust over children or for any other position for which the board deems it necessary. The decision to conduct a reference check will be made according to the position not the individual, all individuals holding the same position will be held to this policy. Volunteers who were engaged with the association prior to this policy will be exempt from providing references: their record of achievement within the association will be sufficient.

### **Reference Check Procedure**

- Three reference checks will be completed. References may come from a variety of sources: employers, athletes coached, other volunteer placements, etc.
- Records of references checks will be kept on file.
- No reference checks will be conducted without the signed authorization of the volunteer. • A standard format for all reference checks will be used.
- References will be completed prior to the volunteer's placement. Individuals who fail to comply with this request will not be accepted as a volunteer.
- References will be kept confidential.

### **Criminal Record Check Policy**

Criminal record checks will be conducted for all volunteer positions that have direct involvement with children, such as a coach, or for any other position for which the board deems it necessary. A criminal record check may be used for those positions that have access to money or decision making control.

### **Criminal Record Check Procedure**

- The YOA will sign a Memorandum of Understanding with the Yukon RCMP prior to conducting criminal record checks
- The official Criminal Records Background form and the volunteer waiver form provided by the Yukon RCMP will be completed.

- A “designated screener” will be appointed by the board. This individual must be a YOA member and will be responsible for following procedures outlined by the Yukon RCMP.
- The designated screener will ensure that forms are filled out clearly and in a timely manner. All forms will be completed and returned by the Yukon RCMP prior to a volunteer's placement.
- Volunteers engaged with the association prior to the commencement of this policy that are in positions where a criminal background check is required will complete one. Compliance with this agreement is a condition of their further participation in this position.
- Volunteers who receive an “unclear” report will be responsible for providing the YOA with an abstract of their record. Failure to provide the association with an official record will be cause for termination of the application process. No exception will be made. The cost of the abstract will be born by the YOA.
- The designated screener will confer with the President and Vice-President or their designate in all circumstances where a volunteer has returned an abstract. The decision to accept the applicant will be determined by a committee of the President, Vice-President and the designated screener. All information will be kept confidential.
- The results of criminal record checks will be documented, signed and dated. The file will indicate whether the report was clear or unclear but will not keep any abstracts.

## **Managing/Overseeing the Volunteer**

### **Orientation Policy**

All volunteers will receive an orientation to the association, its aims and objectives, and all pertinent safety procedures and policies to the work to which the volunteer has been assigned. All volunteers will receive complete and timely training to ensure they are fully qualified to perform their assigned duties. The YOA will ensure efficient and effective supervision of volunteers.

### **Orientation Procedures**

- Designated association members will provide initial and ongoing training by means of a mentor system to support program volunteers.
- The mentor can be an experienced volunteer who is partnered with a new volunteer
- Mentors will provide day to day consultation, support, and direction as required
- Training may be conducted by a representative of the YOA or contracted out.

## **Reimbursement Policy**

Volunteers are eligible for reimbursement of pre-approved expenses incurred while fulfilling assigned duties

## **Reimbursement Procedure**

- Volunteers will be reimbursed for pre-approved out of pocket expenses after a receipt is provided.

## **Volunteer/Member Relationship Policy**

Volunteers who are working with children / athletes must maintain a professional relationship. For the protection of children / athletes and volunteers, whenever possible, volunteers should always ensure that there is at least one other person present (minimum groups of three). Where appropriate, athletes/children will be asked to train in partners to minimize any risks. Parents are encouraged to participate and help in the training activities.

## **Volunteers/Chaperones for Travelling**

Whenever possible, there will be a minimum of 2 coaches/chaperones for trips involving children. If there are both male and female athletes, there should also be both male and female coaches/chaperones. The YOA will encourage parents to act as chaperones for trips as much as possible.

Please see other YOA policies for further information on Code of Conduct, Doping, Abuse and Harassment.