



## Volunteer Policies & Procedures

All volunteers MUST be at least 14 years of age.

When it comes to volunteering with children with special needs, it is crucial to ensure that volunteers are properly prepared and trained to provide the best care and support possible. One effective way to do this is to require an onboarding meeting prior to volunteering.

Onboarding can be completed online or in person. Able Athletics' onboarding covers several key topics, including the organization's mission, policies and procedures, expectations for volunteers, and specific information about working with children with special needs. The meeting will also include training on appropriate communication strategies, behavior management techniques, and any specific medical or physical needs that the children may have.

Additionally, all volunteers are required to review our [policies and procedures](#). Safe Sport Training for volunteers can be accessed on the [Safe Sport website](#).

Volunteers will also be made aware of the importance of confidentiality and participation in the meeting is akin to signing an agreement to uphold the confidentiality agreement.

It is important to note that onboarding is not a one time event. Annual recertification either online, virtual or in person is mandatory. . Volunteers will have ongoing training and support to ensure that they are equipped to provide the best possible care for the children they work with.

By requiring an onboarding meeting and ongoing training, Able athletics can ensure that volunteers are prepared and equipped to provide the highest level of care and support for children with special needs. This can lead to positive outcomes for both the children and the volunteers.

- All participants and volunteers are expected to treat each other with respect and dignity, regardless of their abilities, backgrounds, and cultures.
- The safety and well-being of all participants should be a top priority. Volunteers should ensure that all activities are conducted in a safe and responsible manner.
- Discrimination of any kind, including based on race, gender, religion, ethnicity, and disability, will not be tolerated. All participants and volunteers should be treated fairly and equally.

- The organization is committed to promoting inclusion and ensuring that everyone has an opportunity to participate in activities. Volunteers should make every effort to include all participants and to create an environment where everyone feels welcome.
  
- Volunteers should respect the confidentiality of all participants, including their personal information and medical history. Any information about a participant should only be shared with those who have a legitimate need to know.
- Volunteers should conduct themselves in a professional manner at all times. This includes being punctual, reliable, and respectful in their interactions with participants and other volunteers.
- Volunteers should maintain appropriate boundaries with participants, including avoiding any behavior that could be interpreted as inappropriate or abusive. Volunteers should not engage in any form of physical contact that is not necessary for the activity.
- Volunteers should communicate clearly and effectively with participants and other volunteers. They should listen to feedback and be open to suggestions for improvement.
- Volunteers should report any concerns or incidents to the organization's designated person in charge. This includes any suspected abuse, neglect, or other forms of mistreatment.
- Volunteers are expected to comply with all policies and procedures established by the organization. Failure to comply may result in disciplinary action, up to and including termination of their role.

By following this code of conduct policy, we can create a safe and inclusive environment for all participants and volunteers in our special needs sporting organization.

Adopted December 15, 2022