

Sault Accessible Sports Inc - Volunteer Policy

Definition of 'Volunteer'

A 'volunteer' is anyone who without compensation or expectation of compensation beyond reimbursement performs a task at the direction of and on behalf of Sault Accessible Sports Inc. A 'volunteer' must be officially accepted and enrolled by Sault Accessible Sports Inc prior to performance of the task. Unless specifically stated, volunteers shall not be considered as 'employees' of Sault Accessible Sports Inc.

Service at the Discretion of Sault Accessible Sports Inc

Sault Accessible Sports Inc accepts the service of all volunteers with the understanding that such service is at the sole discretion of Sault Accessible Sports Inc. Volunteers agree that Sault Accessible Sports Inc may at any time, for whatever reason, decide to terminate the volunteer's relationship with Sault Accessible Sports Inc.

The volunteer may at any time, for whatever reason, decide to sever the volunteer's relationship with Sault Accessible Sports Inc. Notice of such a decision should be communicated as soon as possible to the volunteer's supervisor.

Volunteer Rights and Responsibilities

Volunteers are viewed as a valuable resource to Sault Accessible Sports Inc, its staff, and its clients. Volunteers shall be extended the right to be given meaningful assignments, the right to be treated as equal co-workers, the right to effective supervision, the right to full involvement and participation, and the right to recognition for work done.

In return, volunteers shall agree to actively perform their duties to the best of their abilities and to remain loyal to the goals, policies and procedures of Sault Accessible Sports Inc.

Maintenance of Records

A system of records will be maintained on each volunteer with Sault Accessible Sports Inc, including dates of service, positions held, duties performed, evaluation of work, and awards received. Volunteers and appropriate staff shall be responsible for submitting all appropriate records and information to Sault Accessible Sports Inc in a timely and accurate fashion.

Dress Code

As representatives of Sault Accessible Sports Inc, volunteers, like staff, are responsible for presenting a good image to clients and to the community. Volunteers shall dress appropriately for the conditions and performance of their duties.

Representation of Sault Accessible Sports Inc

Volunteers are not to take part in any action or make any statement that might significantly affect or obligate Sault Accessible Sports Inc. These actions may include, but are not limited to, public statements to the press, coalition or lobbying efforts with other organizations, or any agreements involving contractual or other financial obligations. Volunteers are authorized to act as representatives of Sault Accessible Sports Inc as specifically indicated within their job descriptions and only to the extent of such written specifications.

Criminal Records Check

As appropriate for the protection of clients, volunteers in certain assignments may be asked to submit to a background criminal check. Volunteers who do not agree to the background check may be refused assignment.

Placement with At Risk Clients

Where volunteers are to be placed in direct contact with at risk clients, additional screening procedures may be instituted. These procedures may include reference checks, direct background investigation, criminal investigation, etc. Volunteers who refuse permission for conduct of these checks will not be accepted for placement with clients.

Professional Services

Volunteers shall not perform professional services for which certification or licensing is required unless currently certified or licensed to do so. A copy of such certificate or license should be maintained by Sault Accessible Sports Inc.