



**sport**able



# VOLUNTEER HANDBOOK

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# MEET THE PROGRAM OPERATIONS TEAM

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QUESTIONS ABOUT ABUSE PREVENTION? EMAIL LAURA



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## A MESSAGE TO VOLUNTEERS

WELCOME TO THE SPORTABLE TEAM! THIS HANDBOOK WILL INTRODUCE YOU TO SPORTABLE'S MISSION, PROGRAMMING, AND VOLUNTEER POLICIES AND PROCEDURES. THANK YOU FOR YOUR INTEREST IN HELPING SPORTABLE EXPAND THE REACH OF ADAPTIVE SPORTS IN THE CENTRAL VIRGINIA AREA AND BEYOND. VOLUNTEERS LIKE YOU INCREASE OUR REACH AND HELP US CONTINUE TO PROVIDE EXCEPTIONAL ADAPTIVE SPORTS AND RECREATION PROGRAMMING. WE COULD NOT DO IT WITHOUT YOU!

## OUR MISSION

OUR MISSION IS TO CREATE OPPORTUNITIES AND TRANSFORM THE LIVES OF PEOPLE WITH PHYSICAL DISABILITIES AND VISUAL IMPAIRMENTS THROUGH SPORTS.

## OUR BRAND PILLARS

FREEDOM FOR OUR ATHLETES TO SEE BEYOND THEIR DISABILITIES.

BUILDING PEER RELATIONSHIPS & REDUCING SOCIAL ISOLATION.

FACILITATING PHYSICAL & ATTITUDINAL CHANGE IN OUR COMMUNITY.

## THE SPORTABLE WAY



### INTEGRITY

BEING TRUE TO OUR WORD AND HONORING COMMITMENTS TO ATHLETES, PARTNERS, AND COMMUNITY



### TEAM SPIRIT

THE EXPECTATION THAT OUR COMMUNITY WILL ENJOY A SPORT FOR ITS OWN SAKE, WHILE UPHOLDING THE HIGHEST STANDARD OF FAIRNESS, RESPECT, AND CAMARADERIE



### PASSION

COMMITTING TO WORK HARD, STAY POSITIVE, AND ENCOURAGE SUCCESS IN OTHERS



### INGENUITY

FOSTERING AN ENVIRONMENT WHERE ATHLETES AND VOLUNTEERS ARE ABLE TO REACH THEIR FULL POTENTIAL

# CLIENTS & PROGRAMMING

## WHO WE SERVE

SPORTABLE SERVES CHILDREN AND ADULTS, AGES 5 AND UP, WITH A PHYSICAL DISABILITY OR VISUAL IMPAIRMENT. DIAGNOSES MAY INCLUDE, BUT ARE NOT LIMITED TO, SPINAL CORD INJURY, SPINA BIFIDA, CEREBRAL PALSY, AMPUTATIONS, MUSCULAR DYSTROPHY, AND OTHER DISORDERS THAT MAY CAUSE PHYSICAL OR VISUAL LIMITATION AND REQUIRE ADAPTATIONS AND/OR MODIFICATIONS FOR FULL PARTICIPATION.

## GOALS & OBJECTIVES

1

TO COORDINATE AND FOSTER A PROGRAM OF ADAPTIVE SPORTS FOR INDIVIDUALS RESIDING IN THE GREATER RICHMOND AREA AND NEIGHBORING COMMUNITIES WHO HAVE PHYSICAL DISABILITIES AND VISUAL IMPAIRMENTS:

- PROVIDING COMPETITIVE SPORT OPPORTUNITIES
- PROVIDING TOP LEVEL SPORT TRAINING
- PROVIDING RECREATIONAL ACTIVITIES AND EVENTS

3

TO PROVIDE OUR MEMBERS WITH OPPORTUNITIES TO EXPERIENCE THE FOLLOWING BENEFITS THAT COME FROM ACTIVE PARTICIPATION IN SPORTS AND RECREATION:

- IMPROVED STRENGTH, CARDIOVASCULAR HEALTH, AND OVERALL PHYSICAL FITNESS LEVEL
- CAMARADERIE OF SPORT AND TEAMWORK
- LEARNING THE BENEFITS OF TEAMWORK AND WORKING FOR THE GREATER GOOD
- LEARNING TO ACCEPT AND BENEFIT FROM COACHING
- REACHING GREATER INDEPENDENCE
- OFFERING OUTLETS TO ENJOY AND IMPROVE SOCIALIZATION SKILLS AND EXPERIENCES
- IMPROVED MENTAL HEALTH AND WELL-BEING GAINED THROUGH POSITIVE EXPERIENCES
- ENHANCED SELF ESTEEM

## PROGRAMS OFFERED

ARCHERY  
BOCCIA  
CP SOCCER  
CYCLING  
KAYAKING  
PICKLEBALL  
POWER SOCCER  
ROAD RACING & RUNNING

ROCK CLIMBING  
ROWING/ERGING  
SWIMMING & AQUATICS  
WHEELCHAIR TENNIS  
WHEELCHAIR BASKETBALL  
WHEELCHAIR LACROSSE  
WHEELCHAIR RUGBY  
WELLNESS PROGRAMS



2

TO MAKE THIS PROGRAMMING AVAILABLE TO CHILDREN AND ADULTS OF ALL AGES AND ABILITIES BY:

- RECRUITING ELIGIBLE INDIVIDUALS TO THE PROGRAM THROUGH OUTREACH AND INTERFACING WITH OTHER COMMUNITY ORGANIZATIONS
- ASSISTING IN RAISING FUNDS FOR THE NECESSARY EQUIPMENT, ESPECIALLY SPECIALIZED WHEELCHAIRS AND OTHER ADAPTIVE EQUIPMENT AS NEEDED
- ASSISTING IN RAISING FUNDS FOR THE TRAVEL NEEDED FOR TRUE PARTICIPATION IN ADAPTIVE SPORTS ON A COMPETITIVE LEVEL
- SECURING SUITABLE SITES FOR REGULAR PRACTICES AND COMPETITIONS
- PROVIDING THE ORGANIZATION AND EXPERTISE NEEDED TO RUN RECREATION AND SPORTS PROGRAMMING FOR THOSE INTERESTED
- PROVIDING COACHING THAT WILL IMPROVE THE PARTICIPANTS' ABILITIES
- WORKING WITH LOCAL AND NATIONAL COMMUNITY PROGRAMS TO COMBINE WITH OR ENHANCE EXISTING ADAPTIVE SPORTS PROGRAMS
- WORKING WITH LOCAL AND NATIONAL ADAPTIVE SPORTS ASSOCIATIONS AND GOVERNING BODIES TO OFFER COMPETITIVE SPORTS OPPORTUNITIES
- WORKING COOPERATIVELY WITH VOLUNTEERS TO ASSIST IN RUNNING THE PROGRAMS

3

# GENERAL VOLUNTEER ROLES & EXPECTATIONS

## ROLES

### SET UP

- UNLOAD EQUIPMENT, PUMP UP TIRES, ASSEMBLE EQUIPMENT, CONES, COURT TAPE, BALLS, ETC

### TRANSFERS/ATHLETE PREP

- WITH PERMISSION AND FOLLOWING ATHLETE INSTRUCTIONS, PHYSICALLY ASSIST ATHLETES GETTING IN/ON EQUIPMENT, AS WELL AS HELMETS, GLOVES, PADS, ETC WHEN APPLICABLE.

### PARTICIPATE

- PAIRED OFF WITH ATHLETE (CYCLING, SWIMMING), PLAY ALONGSIDE WHEN NEEDED (TEAM SPORTS), ASSIST IN DRILLS, REFEREE, EQUIPMENT MAINTENANCE

### CLEAN UP

- HELP ATHLETES TRANSFER, GET READY TO GO, CLEAN UP, LOAD EQUIPMENT

## EXPECTATIONS

### RSVP

- YOU WILL RECEIVE AN EMAIL AND TEXT REMINDING YOU OF EACH SESSION PROMPTING YOU TO SAY WHETHER YOU'RE IN OR OUT. ALWAYS REPLY.

### TIME & ATTENDANCE

- FOR PROGRAMS THAT YOU REGISTER TO VOLUNTEER WITH, WE ARE COUNTING ON YOU TO BE THERE AS MANY WEEKS AS POSSIBLE. PLEASE ARRIVE AT THE TIME INDICATED IN THE WEEKLY EMAIL, WHICH IS TYPICALLY 15-30 MINUTES BEFORE A PROGRAM STARTS.

### COMMUNICATE

- TELL SPORTABLE STAFF ANY PERTINENT INFO OR CONCERNS WITH AS MUCH ADVANCED NOTICE AS POSSIBLE

### BE HELPFUL

- IF YOU AREN'T SURE WHAT TO DO, FIND SPORTABLE STAFF OR COACH AND ASK

### BE RESPECTFUL

- OUR ATHLETES ARE HERE TO PLAY AND HAVE FUN IN A COMFORTABLE ENVIRONMENT IN WHICH THEY FEEL THEY BELONG.

## VOLUNTEER POLICIES & PROCEDURES

THE GOAL OF OUR VOLUNTEER POLICIES AND PROCEDURES IS TO HELP CREATE A SAFE ENVIRONMENT FOR OUR YOUTH ATHLETES AND VOLUNTEERS, AS A PART OF OUR SEXUAL ABUSE PREVENTION WORK WITH THE VIRGINIA DEPARTMENT OF HEALTH.

## RECRUITMENT

VOLUNTEERS SHALL BE RECRUITED TO SPORTABLE PROACTIVELY, WITH THE INTENT OF BROADENING AND EXPANDING THE VOLUNTEER INVOLVEMENT IN THE DISABILITY COMMUNITY. VOLUNTEERS MAY BE RECRUITED THROUGH AN INTEREST IN WORKING WITH PEOPLE WITH DISABILITIES, INTEREST IN SPORT AND RECREATION, PROGRAM INTEREST, AND/OR A GENERAL INTEREST IN VOLUNTEERISM THAT MAY COINCIDE WITH A PARTICULAR EVENT. VARIOUS METHODS OF RECRUITMENT WILL BE UTILIZED TO ATTRACT THE REQUIRED NUMBER OF VOLUNTEERS FOR SPORTABLE.



# APPLICATION & REQUIREMENTS

ALL PROSPECTIVE VOLUNTEERS MUST COMPLETE A VOLUNTEER APPLICATION BEFORE VOLUNTEERING WITH SPORTABLE. BY SUBMITTING THE COMPLETED APPLICATION, PROSPECTIVE VOLUNTEERS WILL CERTIFY THAT ALL STATEMENTS ARE TRUE WITH THE UNDERSTANDING THAT FALSE STATEMENTS WILL BE GROUNDS FOR DENYING OR REVOKING THEIR PARTICIPATION AS A VOLUNTEER WITH SPORTABLE.

SPORTABLE ATHLETES THAT WISH TO VOLUNTEER MUST FOLLOW THE VOLUNTEER REQUIREMENTS FOR THEIR AGE GROUP.

## REQUIREMENTS INCLUDE:

- **CPS MANDATED REPORTER TRAINING**
  - VOLUNTEERS 18+ WITH A SPORTS AND RECREATION ORGANIZATION ARE CONSIDERED MANDATED REPORTERS AND ARE REQUIRED BY STATE LAW TO REPORT SUSPECTED ABUSE AND NEGLECT OF A YOUTH.
- **BACKGROUND CHECK**
  - BACKGROUND CHECKS ARE REQUIRED FOR VOLUNTEERS 18 AND OLDER AND MUST BE COMPLETED EVERY TWO YEARS. YOU CAN SUBMIT A BACKGROUND CHECK, FREE OF CHARGE, VIA THE VOLUNTEER APPLICATION.
- **YOUTH REQUIREMENTS**
  - WE REQUIRE ALL OF OUR VOLUNTEERS TO BE AT LEAST 14 YEARS OF AGE. VOLUNTEERS AGE 14-16 MUST HAVE A PARENT OR GUARDIAN PRESENT WITH THEM AT ALL TIMES. THIS PARENT OR GUARDIAN MUST BE A REGISTERED VOLUNTEER WITH A BACKGROUND CHECK AND COMPLETED MANDATED REPORTER TRAINING ON FILE.
  - ALL YOUTH VOLUNTEERS AGED 14-17 MUST HAVE COMPLETED THE PARENTAL CONSENT FORM AS A PART OF THE PROGRAM SPECIFIC VOLUNTEER REGISTRATION. YOU WILL BE PROMPTED TO FILL OUT THE PARENTAL CONSENT FORM IN ANY GIVEN VOLUNTEER REGISTRATION IF YOUR CHILD WILL NOT BE 18 BEFORE THE PROGRAM STARTS.
  - YOUTH VOLUNTEERS ARE NOT REQUIRED TO SUBMIT A BACKGROUND CHECK OR COMPLETE THE CPS MANDATED REPORTER TRAINING.
- **SIGNATURE OF AGREEMENT ON THE FOLLOWING DOCUMENTS:**
  - CONFIDENTIALITY AGREEMENT
  - CODE OF CONDUCT
  - WAIVER
- **COMPLETION OF ALL REQUIRED VOLUNTEER TRAINING OUTLINED ON NEXT PAGE.**

## DISMISSAL POLICIES

- A VOLUNTEER THAT DOES NOT PASS THE MANDATORY VOLUNTEER BACKGROUND CHECK AND/OR HAS ALLEGATIONS AGAINST THEM INVOLVING A CRIME OF VIOLENCE OR A CRIME INVOLVING MINORS WILL NOT BE PERMITTED TO VOLUNTEER.
  - SHOULD A VOLUNTEER BE ARRESTED OR BE CONVICTED OF A CRIME, THEY MUST NOTIFY SPORTABLE STAFF VIA [PROGRAMS@SPORTABLE.ORG](mailto:PROGRAMS@SPORTABLE.ORG) AS SOON AS POSSIBLE. THE COO WILL REVIEW AND DETERMINE IF THE VOLUNTEER IS STILL ELIGIBLE TO VOLUNTEER WITH SPORTABLE.
- BEHAVIOR THAT DOES NOT ALIGN WITH THE CODE OF CONDUCT OR CONFIDENTIALITY AGREEMENT IS GROUNDS FOR DISMISSAL. SPORTABLE STAFF, ATHLETES, AND VOLUNTEERS CAN SUBMIT ANY CONCERNING BEHAVIOR VIA THE SPORTABLE INCIDENT REPORT LOCATED AT [SPORTABLE.ORG/INCIDENT-REPORT](http://SPORTABLE.ORG/INCIDENT-REPORT).

## TRAINING

ALL VOLUNTEERS MUST COMPLETE THE FOLLOWING TRAINING COMPONENTS BEFORE VOLUNTEERING:

- **GENERAL VOLUNTEER TRAINING - ONLINE**
  - THIS INCLUDES
    - INTRODUCTION TO SPORTABLE
    - DISABILITY ETIQUETTE
    - OVERVIEW OF VOLUNTEER REQUIREMENTS
- **SPORT SPECIFIC VOLUNTEER TRAINING - IN PERSON**

## RECORD MANAGEMENT

VOLUNTEER CONTACT INFORMATION, REGISTRATIONS, AND ATTENDANCE IS TRACKED INTERNALLY VIA SALESFORCE. ALL VOLUNTEER INFORMATION IS PRIVATE AND IS NOT SHARED WITH ANY EXTERNAL PARTIES. SHOULD A VOLUNTEER USE THEIR SPORTABLE VOLUNTEER HOURS TO FULFILL OTHER OBLIGATIONS, PROGRAM STAFF WILL VERIFY HOURS AND SIGN ANY NECESSARY PAPERWORK. IF VOLUNTEERS WOULD LIKE TO UPDATE ANY OF THEIR CONTACT INFORMATION (E.G. EMAIL ADDRESS, MAILING ADDRESS, EMERGENCY CONTACT) THEY SHOULD EMAIL [PROGRAMS@SPORTABLE.ORG](mailto:PROGRAMS@SPORTABLE.ORG) WITH UPDATED INFORMATION.

# ABUSE PREVENTION

## EXPECTATIONS

- WE EXPECT OUR ADULT VOLUNTEERS TO COMPLETE THE CPS MANDATED REPORTER TRAINING AND ADHERE TO THE LEGAL IMPLICATIONS OF BEING A MANDATED REPORTER.
  - THIS MEANS THAT IF YOU, AS A SPORTABLE VOLUNTEER, SUSPECT ABUSE OF A SPORTABLE COMMUNITY MEMBER THAT IS A MINOR, YOU ARE LEGALLY OBLIGATED TO REPORT THE ABUSE.
  - YOU CAN ALSO SUBMIT INCIDENTS AND SUSPECTED ABUSE VIA THE SPORTABLE INCIDENT REPORTING FORM LOCATED AT [SPORTABLE.ORG/INCIDENT-REPORT/](https://sportable.org/incident-report/).
- WE EXPECT OUR ADULT AND YOUTH VOLUNTEERS TO FOLLOW THE CONDUCT GUIDELINES PRESENTED BELOW.

## ABUSE PREVENTION POLICY

- [SPORTABLE'S ABUSE PREVENTION POLICY CAN BE READ IN FULL BY CLICKING HERE.](#)

## REPORTING ABUSE

- IF YOU SUSPECT THAT A CHILD IN SPORTABLE PROGRAMMING IS THE VICTIM OF ABUSE OR NEGLECT, PLEASE REPORT USING THE FOLLOWING RESOURCES WITHIN 24 HOURS OF DISCOVERING ABUSE:
  - [INFORMATION NEEDED TO MAKE A REPORT](#)
  - CPS HOTLINE: 800-552-7096
- USE SPORTABLE'S INCIDENT REPORT FORM TO REPORT THE ABUSE TO SPORTABLE'S EXECUTIVE TEAM ([HTTPS://SPORTABLE.ORG/INCIDENT-REPORT/](https://sportable.org/incident-report/)).

## REPORTING HARASSMENT/MISCONDUCT

- IF YOU WITNESS HARASSMENT OR MISCONDUCT THAT DOES NOT ALIGN WITH THE BELOW CONDUCT GUIDELINES, THE CODE OF CONDUCT, OR CONFIDENTIALITY AGREEMENT, PLEASE USE SPORTABLE'S INCIDENT REPORT FORM TO REPORT THE ABUSE TO SPORTABLE'S EXECUTIVE TEAM ([HTTPS://SPORTABLE.ORG/INCIDENT-REPORT/](https://sportable.org/incident-report/)).

## CONDUCT GUIDELINES

- PHYSICAL INTERACTIONS
  - APPROPRIATE
    - ASSISTING WITH TRANSFERS, AS THE ATHLETE INSTRUCTS YOU TO DO; VERBAL CONSENT IS REQUIRED
    - PATS ON THE SHOULDER OR BACK
    - HANDSHAKES OR FISTBUMPS
  - INNAPROPRIATE
    - KISSING
    - LAP SITTING
    - WRESTLING
    - PIGGYBACK RIDES
    - TICKLING
    - MASSAGES
    - UNWANTED AFFECTION
    - PROVIDING TRANSPORTATION
    - ROMANTIC RELATIONS
    - TOUCHING OF THE BOTTOM, CHEST, OR GENITAL AREAS
    - ASSISTING WITH TOILETING
    - PHYSICAL ABUSE (E.G. SPANKING, SHAKING, SLAPPING)
    - SEXUAL ABUSE (E.G. TOUCHING OF THE GENITAL AREAS)
- VERBAL INTERACTIONS
  - APPROPRIATE
    - ASKING FOR CONSENT TO PROVIDE PHYSICAL ASSISTANCE
    - POSITIVE REINFORCEMENT
    - ENCOURAGEMENT
  - INNAPROPRIATE
    - NAME-CALLING
    - DISCUSSION OF SEXUAL ENCOUNTERS OR PERSONAL PROBLEMS
    - SECRETS
    - SEXUAL OR OTHERWISE OFFENSIVE JOKES
    - BELITTING
    - SHAMING
    - DISCUSSION/INQUIRY OF SOMEONE'S PHYSIQUE OR DISABILITY
    - VERBAL ABUSE (E.G. THREATENING, NAME-CALLING)
    - SEXUAL ABUSE (E.G. SEXUAL COMMENTS)
    - MENTAL ABUSE (E.G. SHAMING, CRUELTY)

- INTERACTIONS OUTSIDE OF SPORTABLE BETWEEN VOLUNTEERS AND ATHLETES
  - APPROPRIATE
    - GREETINGS, SHOULD INDIVIDUALS RUN INTO EACHOTHER IN PUBLIC SPACES
  - INNAPROPRIATE
    - SOCIAL MEDIA FOLLOWING/INTERACTION
    - BABYSITTING
    - PERSONAL RELATIONSHIPS
    - TEXTING OR OTHER TECHNOLOGY-BASED CONTACT
- OTHER CONDUCT GUIDELINES
  - CHILDREN SHOULD NOT BE LEFT UNSUPERVISED
  - ADULTS SHOULD NEVER BE LEFT ALONE WITH A CHILD
  - STAFF, VOLUNTEERS, COACHES, ADULT ATHELTES SHOULD NEVER GO INTO THE RESTROOM WITH A CHILD

#### ABUSE PREVENTION RESOURCES (HYPERLINKED)

- DEFINITION OF A MANDATED REPORTER
- A GUIDE FOR MANDATED REPORTERS IN RECOGNIZING AND REPORTING CHILD ABUSE AND NEGLECT
- INFORMATION NEEDED TO MAKE A REPORT
- RECOGNIZING, REPORTING, AND PREVENTING CHILD ABUSE AND NEGLECT IN VIRGINIA
  - RECONOCER, DENUNCIAR Y EVITAR EL MALTRATO Y DESCUIDO INFANTIL EN VIRGINIA
- RESPONSIBILITIES OF MANDATED REPORTERS
- THESE RESOURCES DIDN'T ANSWER YOUR QUESTION? VISIT [HTTPS://WWW.DSS.VIRGINIA.GOV/ABUSE/CPS.CGI](https://www.dss.virginia.gov/abuse/cps.cgi) FOR MORE RESOURCES AND TRAINING.

## EMERGENCY PROCEDURES

IN CASE OF EMERGENCY SPORTABLE STAFF OR COACHES WILL CALL 911 AND SUBSEQUENTLY CALL EMERGENCY CONTACT NUMBERS.

ALL INCIDENTS MUST BE REPORTED VIA SPORTABLE'S INCIDENT REPORT FORM. THESE REPORTS ARE CONFIDENTIAL. IF THE REPORT INDICATES CHILD ABUSE OR NEGLECT, SPORTABLE STAFF WILL REPORT TO AUTHORITIES VIA THE CPS HOTLINE MENTIONED IN THE ABOVE REPORTING ABUSE SECTION.





# CODE OF CONDUCT

**SPORTABLE REQUIRES PARTICIPANTS TO CONDUCT THEMSELVES IN A SAFE AND RESPECTFUL MANNER TO HELP MAINTAIN A COMFORTABLE, SAFE, AND FUN ENVIRONMENT. THE CODE OF CONDUCT IS INTENDED TO HELP PROVIDE A POSITIVE EXPERIENCE FOR EVERYONE AND APPLIES TO ALL PROGRAM AND EVENT PARTICIPANTS INCLUDING ATHLETES, STAFF, COACHES, CAREGIVERS/FAMILY MEMBERS, AND VOLUNTEERS.**

## **GENERAL EXPECTATIONS**

- **AS A REPRESENTATIVE OF SPORTABLE, ALL PARTICIPANTS WILL EXHIBIT GOOD SPORTSMANSHIP AND CONDUCT THEMSELVES IN A MANNER CONSISTENT WITH THE SPIRIT OF FAIR PLAY AND RESPONSIBLE CONDUCT AT ALL TIMES AND ALL PLACES.**
- **ATHLETES, COACHES, AND VOLUNTEERS ARE EXPECTED TO ATTEND ALL PRACTICES, TEAM MEETINGS, AND COMPETITIONS THEY HAVE COMMITTED TO OR COMMUNICATE IN ADVANCE WITH COACHES/PROGRAM MANAGERS WHEN CONFLICT OCCURS.**
- **ALL PARTICIPANTS WILL RESPECT ALL ADAPTIVE AND SPORTING EQUIPMENT. NO ONE IS PERMITTED TO MAKE CHANGES TO ANY EQUIPMENT THAT IS NOT THEIR OWN WITHOUT THE PERMISSION OF A SPORTABLE STAFF MEMBER OR THE OWNER.**
- **AS A REPRESENTATIVE OF SPORTABLE, ALL PARTICIPANTS WILL SHOW RESPECT FOR THE PHYSICAL ENVIRONMENT OF PROGRAM/EVENT FACILITIES BY ASSISTING TO MAINTAIN A CLEAN AND SAFE ENVIRONMENT, INCLUDING COMPETITION AND TRAINING VENUES AND LODGING.**

## **ABUSE & HARASSMENT**

- **ALL PARTICIPANTS WILL RESPECT MEMBERS OF THEIR TEAM/FELLOW PARTICIPANTS, OTHER TEAMS, STAFF, COACHES, VOLUNTEERS, SPECTATORS, AND OFFICIALS AND ENGAGE IN NO FORM OF DISCRIMINATORY BEHAVIOR OR ANY FORM OF VERBAL, PHYSICAL, OR SEXUAL HARASSMENT OR ABUSE.**
- **ABUSE IS PHYSICAL, SEXUAL, EMOTIONAL, ECONOMIC OR PSYCHOLOGICAL ACTIONS OR THREATS OF ACTIONS THAT INFLUENCE ANOTHER PERSON. THIS INCLUDES ANY BEHAVIORS THAT FRIGHTEN, INTIMIDATE, TERRORIZE, MANIPULATE, HURT, HUMILIATE, BLAME, INJURE, OR WOUND SOMEONE.**
- **HARASSMENT IS UNWELCOME CONDUCT THAT IS BASED ON RACE, COLOR, RELIGION, SEX (INCLUDING SEXUAL ORIENTATION, GENDER IDENTITY, OR PREGNANCY), NATIONAL ORIGIN, OLDER AGE (BEGINNING AT AGE 40), DISABILITY, OR GENETIC INFORMATION (INCLUDING FAMILY MEDICAL HISTORY) OR OTHER FACTORS PROTECTED BY LAW.**
- **OFFENSIVE CONDUCT MAY INCLUDE, BUT IS NOT LIMITED TO, OFFENSIVE JOKES, SLURS, EPITHETS OR NAME CALLING, UNWANTED TOUCHING, PHYSICAL ASSAULTS OR THREATS, INTIMIDATION, RIDICULE OR MOCKERY, INSULTS OR PUT-DOWNS, OFFENSIVE OBJECTS OR PICTURES, STALKING OR OBSCENE PHONE CALLS, TEXTS, EMAILS, OR GESTURES WHICH LEAD TO INTERFERENCE WITH PARTICIPATION.**

## **REPORTING**

- **ALL PARTICIPANTS WILL INFORM PROGRAM STAFF IN REAL TIME OF ANY INJURY OR AGGRAVATING CONDITION THAT OCCURS DURING A SPORTABLE ACTIVITY.**
- **SAFETY IS A COLLECTIVE RESPONSIBILITY. IF YOU SEE SOMETHING, SAY SOMETHING. ALL PARTICIPANTS WILL REPORT ANY PROBLEMS OR CONCERNS WITH ANOTHER PARTICIPANT (THIS INCLUDES COACHES, STAFF, FELLOW ATHLETES, VOLUNTEERS, OR OTHERS). PROBLEMS OR CONCERNS CAN INCLUDE ANY SITUATION THAT ENDANGERS THE HEALTH, SAFETY, OR WELL-BEING OF YOURSELF OR FELLOW PARTICIPANTS AND ANY VIOLATION OF THE CODE OF CONDUCT.**
- **REPORTS CAN BE MADE IN SEVERAL WAYS INCLUDING:**
  - **ANONYMOUS ONLINE FORM ([HTTPS://SPORTABLE.ORG/INCIDENT-REPORT/](https://sportable.org/incident-report/))**
  - **VERBALLY OR IN WRITING TO PROGRAM STAFF**
  - **VERBALLY OR IN WRITING TO COO**
  - **VERBALLY OR IN WRITING TO CEO**

## **CAUSE FOR DISMISSAL**

- **ANY PARTICIPANT CAN BE REMOVED FROM MEMBERSHIP OR ANY SPORTABLE ACTIVITY AT ANY TIME FOR ANY VIOLATION OF THE CODE OF CONDUCT.**
- **ANY PARTICIPANT CAN BE REMOVED FROM ANY SPORTABLE ACTIVITY AT ANY TIME IF THEIR BACKGROUND CHECK RETURNS A CRIMINAL OFFENSE INVOLVING MINORS AND/OR A VIOLENT CRIME DEEMED INAPPROPRIATE FOR PARTICIPATION. THIS DECISION WILL BE DETERMINED BY SPORTABLE LEADERSHIP AND SHARED WITH THE PARTICIPANT.**

# CONFIDENTIALITY AGREEMENT

AS A STAFF MEMBER, VOLUNTEER, COACH, BOARD MEMBER, AND/OR INTERN OF SPORTABLE (TEAM MEMBER), I ACKNOWLEDGE I MAY HAVE ACCESS TO THE ORGANIZATION'S DATA, PLANS, DECISIONS, AND/OR OTHER CONFIDENTIAL INFORMATION INCLUDING BUT NOT LIMITED TO FINANCIAL INFORMATION, EMPLOYEE DATA, OR PARTICIPANT INFORMATION. NO TEAM MEMBER MAY USE, REPRODUCE, OR RELEASE THIS KIND OF INFORMATION TO OTHERS FOR THEIR OWN USE, PERSONAL PROFIT, OR BENEFIT. THIS APPLIES TO THE USE OF CONFIDENTIAL INFORMATION ABOUT AGENCIES WITH WHICH SPORTABLE PARTNERS, OR IS CONSIDERING ESTABLISHING A PARTNERSHIP.

YOU MUST REGARD PERSONAL INFORMATION ABOUT TEAM MEMBERS AS CONFIDENTIAL IN ORDER TO PRESERVE THE PRIVACY OF OUR TEAM MEMBERS AND THE COMMUNITY THAT MAKES UP SPORTABLE. TEAM MEMBERS WHO HANDLE CONFIDENTIAL INFORMATION OR WHO HAVE ACCESS TO SUCH INFORMATION, WHETHER PHYSICAL, ELECTRONIC, OR OTHERWISE, ARE RESPONSIBLE FOR THE CAREFUL USE, DISTRIBUTION, AND DISPOSAL OF SUCH INFORMATION.

TEAM MEMBERS MUST ALSO HANDLE AND RESPECT CLIENT CONFIDENTIAL INFORMATION. EXCEPT AS PERMITTED BY LAW AND ORGANIZATION POLICY, TEAM MEMBERS SHALL NOT:

- DISCLOSE PERSONAL INFORMATION ABOUT PARTICIPANTS TO UNAUTHORIZED PERSONS;
- DISCLOSE PARTICIPANT INFORMATION OR THE LOCATION OF PARTICIPANTS TO ANY UNAUTHORIZED PERSONS;
- TAMPER WITH OR INTRUDE UPON ANY VOICE, VIDEO, DATA, OR FAX TRANSMISSION; OR
- ALLOW ACCESS TO ANY COMMUNICATION DISTRIBUTED OR TRANSMITTED BY SPORTABLE.

I WILL TAKE REASONABLE CARE TO PROPERLY SECURE CONFIDENTIAL INFORMATION ON MY COMPUTER AND WILL TAKE STEPS TO ENSURE OTHERS CANNOT VIEW OR ACCESS SUCH INFORMATION WHEN I AM UTILIZING A SPORTABLE COMPUTER OR CONDUCTING BUSINESS ON BEHALF OF SPORTABLE WITH MY PERSONAL COMPUTER. WHEN I AM AWAY FROM MY WORKSTATION OR WHEN MY TASKS ARE COMPLETED, I WILL LOG OFF MY COMPUTER OR USE A PASSWORD-PROTECTED SCREENSAVER IN ORDER TO PREVENT ACCESS BY UNAUTHORIZED USERS.

I WILL NOT DISCLOSE MY PERSONAL PASSWORD(S) TO ANYONE WITHOUT THE EXPRESS WRITTEN PERMISSION OF MY SUPERVISOR OR RECORD OR POST IT IN AN ACCESSIBLE LOCATION AND WILL REFRAIN FROM PERFORMING ANY TASKS USING ANOTHER'S PASSWORD.

UPON REQUEST, I WILL TURN OVER ANY DOCUMENTS, EQUIPMENT, AND MATERIALS RECEIVED DURING MY ENGAGEMENT WITH SPORTABLE.

SPORTABLE RESERVES THE RIGHT TO TAKE DISCIPLINARY ACTION, UP TO AND INCLUDING TERMINATION, FOR VIOLATIONS OF THIS AGREEMENT IN ADDITION TO PURSUING CIVIL OR CRIMINAL PENALTIES.

## ACKNOWLEDGEMENT OF RECEIPT OF VOLUNTEER HANDBOOK

I HAVE RECEIVED SPORTABLE'S VOLUNTEER HANDBOOK. IF I HAVE ANY QUESTIONS REGARDING THE CONTENTS OF THIS HANDBOOK, I WILL REACH OUT TO [PROGRAMS@SPORTABLE.ORG](mailto:PROGRAMS@SPORTABLE.ORG) OR CALL THE SPORTABLE OFFICE AT (804) 340-2991.

\_\_\_\_\_  
VOLUNTEER NAME, PLEASE PRINT

\_\_\_\_\_  
VOLUNTEER SIGNATURE

\_\_\_\_\_  
DATE

**WE APPRECIATE YOU AND LOOK  
FORWARD TO SEEING YOU AT  
PROGRAMMING SOON!**

