



BOYS & GIRLS CLUBS
OF THE PERMIAN BASIN

VOLUNTEER MANUAL

Updated 2021

FORWARD

Effort has been made to establish policies which are fair and which are generally acceptable in the Boys and Girls Club. This booklet cannot possibly cover all the situations and conditions which might occur, but an attempt has been made to include most of the important aspects of policies and procedures when serving our organization.

COMPLIANCE WITH ALL SAFETY LAWS

The Boys and Girls Clubs of the Permian Basin complies with applicable mandated reporting statutes and regulations, and all applicable federal, state and local laws (including those pertaining to licensing, for licensed organizations) for the protection and safety of youth.

STANDARDS OF CONDUCT POLICY

The reputation of the Boys & Girls Clubs of the Permian Basin has been built on excellent youth development service, quality work, and a dedication to high standards of conduct. To maintain this reputation requires the vigilance and active participation of every employee and/or volunteer. The opinions and attitudes that people have toward the Club may be influenced for a long period of time by the behavior and actions of one employee/volunteer.

Each BGC employee/volunteer has an obligation to observe and follow the Club's policies and to maintain proper standards of conduct at all times. If an individual's behavior interferes with the Club's orderly and efficient operations, the employee/volunteer may be subjected to discipline, up to and including termination. At all times, each BGC employee/volunteer must be sensitive to the importance of providing fair and courteous treatment in all working relationships, projecting a professional image, and maintaining the standards of conduct expected of us all.

CODE OF ETHICS - ETHICS POLICY

Make the right decision. It's as simple as it sounds. The Club expects all staff members, volunteers, and members of our governing body to conduct themselves in a manner that exemplifies the highest standard of ethics and propriety in any activity that could impact or reflect upon the mission, purpose, integrity, reputation, or partners of the organization.



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VOLUNTEER POLICIES & CLUB PROCEDURES

ELIGIBILITY

To be eligible to volunteer, an individual (minors included) must pass a background verification of criminal history. In addition, all volunteers and third-party professionals who have direct, repetitive interaction with young people must have background checks on file. If the background inquiry or reference discloses any misrepresentations or indicates an individual is not suited to volunteer with our organization, the volunteer will be refused. Criminal history will be checked from local, state, Texas DPS and national databases, along with sex offender registries, annually.

APPLYING BACKGROUND CHECK FINDINGS

In accordance with state and federal laws, all background check findings will be considered when making employment or volunteer decisions. BGC will not hire or continue to employ any potential or existing staff, board members, or volunteers who:

1. Refuse to consent to a criminal background check;
2. Make a false statement in connection with a criminal background check;
3. Is registered or required to be registered on a state or national sex offender registry;
4. Has been convicted of a felony consisting of, but not limited to: murder, child abuse, domestic violence, abduction or human trafficking, a crime involving rape or sexual assault, arson, any weapons charge, physical assault or battery, drug possession, drug use or distribution of drugs in the last five years; or
5. Has been convicted of any misdemeanor or felony against children, including, but not limited to, child pornography.

DRESS CODE POLICY

BGC staff members and volunteers are held to a higher standard and are expected to maintain a favorable reputation inside and outside the Club, including social media. Because our behavior and appearance inside and outside the Club reflect upon our organization, modeling good character and citizenship is expected of all who participate in our programs.

Individuals should look the part of a professional at all times. Be neat and clean in body and clothing. It is the responsibility of supervisors to ensure that all staff and volunteers are dressed appropriately and modestly.

TRAINING & STAFF DEVELOPMENT

Volunteers may be asked to undergo training for the Organization. Such training, if required, is an essential component of being a volunteer in their respective role. Volunteers are required to complete such training *prior* to beginning their duties with the Organization.

SUPERVISION POLICY

To avoid even the appearance of impropriety, make every effort to never be alone with a child. In all your activities put the safety and welfare of the child first and foremost! And within each



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facility, staff/volunteer ratios should not exceed one adult to 25 children. Our #1 priority is to create a safe and positive environment for children.

BATHROOM POLICY

Bathrooms are not a place for conversation and hanging out. Ensure children do not linger in restrooms. Wherever and whenever possible have children of the same age, and adults use a particular restroom. Segregating age groups reduces the risk of mischief and abuse.

TRANSPORTATION OF A MINOR

A by name headcount list of children leaving the Club on a trip must be sent to the Director of Operations *before* departure. Unit Directors, Sports Directors, or Director of Operations must approve any transportation of a child in a personal vehicle. It is best practice to have **at least two** adults or children in the car, van, or bus to avoid any appearance of impropriety. Being alone with a child is **always** discouraged.

Before any trip, no matter how short, the driver must check the vehicle's gas, oil and tire pressure as well as turn signals, lights, brakes, horn, and windshield wipers so they are in proper working condition. Report any defects to your supervisor before/after the trip. Above all else, **SAFETY FIRST!** ALL riders must wear seatbelts; Driving laws must be observed at all times; keep the noise and distractions to a minimum. *(Be aware that if you become involved in an accident while using your personal automobile for Club business, your automobile insurance would be the primary insurer.)*

DRUG & ALCOHOL-FREE WORKPLACE

The Club is committed to protecting the safety, health, and well-being of its employees and all individuals who come into contact with our organization. As part of this mission, the Club is committed to maintaining a Drug-Free Workplace.

DRUG ABUSE POLICY

Statement of Purpose and Scope - The BGC recognizes that alcohol and drug abuse in the workplace has become a major concern. We believe that by reducing drug and alcohol abuse, we will improve the safety, health, and productivity of employees, and volunteers. The object of our drug abuse policy is to provide a safe and healthy workplace for all and prevent accidents. The use, possession, sale, transfer, purchase or being under the influence of drugs by volunteers at any time on company premises or while on company business is prohibited. The illegal use of any drug is prohibited. Volunteers must not report for duty or be on company property while under the influence of, or have in their possession while on company property, any drug.



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ALCOHOLIC BEVERAGES / DRUGS - CONTROLLED SUBSTANCES & SMOKING POLICY

The club prohibits the use of alcoholic beverages and controlled substances in or around the premises. Further, any person who is using, under the influence of alcohol or controlled substances may not remain on the premises. All BGC clubs are smoke-free facilities.

GAMBLING

Gambling is not allowed on BGC premises.

GRIEVANCES & ALLEGATIONS OF MISCONDUCT PROCEDURES

When an employee witnesses or hears rumors of misconduct, whether legal or illegal, done by a fellow employee, club member, visitor, or volunteer, he/she should immediately report the incident up the chain-of-command. Any parent with a grievance should be directed to the Unit Director or Sports Director, then the Director of Operations, and then the Executive Director. Advise them that these contacts can be found on our website, www.BasinKids.org, which is smartphone compatible.

Examples of such incidents include, but are not limited to, sexual contact of any nature, theft, fighting, vandalism, drug dealing and use, potential abuse of children at home, carrying a gun or knife, inappropriate behavior like flashing, threats of violence, and anything that makes the individual uncomfortable or wary.

Any reasonable suspicion of child abuse will be reported to law enforcement officials. Immediately take any such concerns to your director supervisor (i.e. Unit Directors, Sports Directors, Director of Operations, or the Executive Director).

SEXUAL HARASSMENT

Sexual harassment is unacceptable conduct and will not be tolerated or condoned. Sexual harassment includes unwelcome sexual advances, requests for sexual favors or uninvited physical conduct of a sexual nature by employee, or the maintenance of a sexually harassing atmosphere, e.g. repeated comments of a sexual nature. All complaints of sexual harassment should be reported and all reports thoroughly and promptly investigated. All claims should be presented up the chain-of-command.

CONTROVERSIAL ISSUES / CONFLICTS OF INTEREST

Outside work hours, individuals are free to exercise their liberties as citizens, including the right to express their personal convictions. Volunteers must not give the impression that views and positions expressed are those of the Club or its staff. Volunteers must avoid any activity, investment or interest that might reflect unfavorably upon the integrity or good name of the Club or in any way damage the business of the Club.

If you wish to engage in outside professional business, or volunteer activities, make certain that the proposed activity does not interfere with your club duties or make use of any of the Club's proprietary or confidential information. Whenever there is a possible conflict of interest, it should



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be discussed with your supervisor, and if need be, up the chain-of-command to the Executive Director.

SOLICITATION OF DONATIONS

All employees and volunteers need the Executive Director's or Resource Development Director's approval prior to asking companies or individuals for donations or in-kind donations.

CONFIDENTIALITY

During the normal course of our work with children, we are often privy to confidential information concerning our members' families, financial status, etc. This information is to be kept confidential. Any sharing of the information with referral agencies, parents, funding sources, etc. should be cleared with the Director of Operations or Executive Director.

SEARCH, THEFT, & AUDIT POLICY

The Club may conduct a routine inspection, search or audit at any time for Club property or Club-related information. We reserve the right to inspect and search any club property, anything on club property, or any relevant item or person on a club sponsored trip. We generally seek to obtain consent, but circumstances may not always allow this.

PERSONAL PROPERTY

The Boys and Girls Club will not be responsible for the damage or loss of personal funds or belongings nor is it covered by insurance for such damage or loss. It is suggested that you do not bring personal belongings to the Club. If you do, personal belongings should be locked away. Therefore, it is the responsibility of each individual to adequately safeguard personal belongings.

SOCIAL MEDIA POLICY

To avoid the appearance of impropriety, staff/volunteers may not directly communicate with children who participate in any of our programs. Employees & volunteers may not "befriend" or communicate with any participant under the age of 18 on platforms such as Facebook, Snapchat, Instagram, and the like. Appropriate communication through official Club social media tools such as Facebook and group texting services is permitted. When in doubt, communicate with parents only.

INTERACTIONS WITH THE MEDIA

Refer all reporters, photographers and writers to the administrative office. If asked questions, simply explain that you are not authorized to give interviews without the permission of the administrative office.

All publicity items must be cleared through the Executive Director before they are released to the newspaper, radio or other media. All staff members & volunteers are encouraged to submit potential stories or future items to their direct supervisor.





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ACKNOWLEDGEMENT OF VOLUNTEER POLICY MANUAL

(Last Updated: September 2021)

This Manual has been developed for you and is not intended to create any contractual rights in favor of you or the club. The club reserves the right to terminate, amend, or modify any of its programs or benefits at any time.

AS A VOLUNTEER, YOU OR THE CLUB IS FREE TO END THE RELATIONSHIP AT ANY TIME, WITH OR WITHOUT NOTICE, WITH OR WITHOUT CAUSE, AND YOUR COMMITMENT TO THE CLUB IS FOR NO SPECIFIED PERIOD OF TIME.

If you have any questions or don't understand any part of this manual, feel free to discuss it with the Sports Directors, Unit Directors, or Executive Director. Revisions will be made whenever such action may be deemed necessary by the Executive Director.

I acknowledge that I have carefully read the entire Volunteer Manual of the Boys & Girls Clubs of the Permian Basin and have gained a good understanding of our policies and procedures, and will follow them accordingly. I understand that any violation of Club policies or procedures will subject me to possible termination of my volunteer status with the organization. I am also aware that by participating with BGC, I consent to photographic and media recording that may occur.

Additional copies of this Manual will be available to any volunteer upon their request.

Date

Date

Volunteer's Printed Name

Organization Representative's Name

Volunteer's Signature

Organization Representative's Signature

****This page is to be copied, signed & dated by volunteer and organization representative. Once completed, please share with the Director of Operations to be kept on file.**



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