

Yellowknife Climbing Club

Volunteer Policy

1.0 OBJECTIVE

1.1 To manage the use of volunteers under the direction and supervision of the Board in order to ensure the safety and security of climbing wall users and volunteers;

1.2 To provide guidance in recruiting, screening, and monitoring volunteers.

1.3 To provide the Board guidance, recourse, and direction.

2.0 DEFINITIONS

In this policy,

2.1 Volunteer is a member of the YKCC who agrees to undertake, without pay, a designated task that supports the YKCC, the climbing wall, or any Board-sponsored activity.

3.0 RESPONSIBILITY

3.1 The YKCC Board.

4.0 PROCEDURES

4.1 This procedure is intended to address the use of volunteers in all capacities in any YKCC sponsored activity.

4.2 Within the YKCC, volunteers are appointed and assigned at the discretion of the Board and in accordance with the restrictions and requirements outlined in this and other Board policies and procedures.

4.3 Volunteers enhance and support the YKCC and the Board at the request of and under the supervision of the Board.

Liability

4.4 In any Board-sponsored activity that is undertaken by a volunteer, the Board's liability insurance regarding negligence will apply. Volunteers should be aware that the Board's insurance does not include a loss-of-income provision should the volunteer sustain an injury that prevents them from resuming their normal employment.

Recruitment and screening

4.5 The process of recruitment and screening for volunteers will begin the very moment a person applies. The degree of screening is at the discretion of the Board. Initial screening tools may include, but are not limited to: volunteer application, intake interview, reference checks, and criminal record check. As appropriate, and at anytime, the YKCC Board can request the use of a screening tool.

4.6 The Board advises that applicants be a member in good standing and have had a monthly pass for a minimum of 3-months. The applicant should also be able to commit to a minimum of 6-months and be able to adhere to the stipulations within the Volunteer Agreement.

Board responsibilities

4.6 Recognizing that the availability of volunteers changes regularly, the Board will regularly administer check-ins to ensure that the volunteers are: comfortable and effective in the roles that they are currently fulfilling; feeling satisfied with their contribution to the YKCC; and recognized for their contribution to the YKCC.

4.7 The Board will maintain a system of records on each volunteer, including the signed Volunteer Agreement and key deposit.

4.8 All volunteers will receive a general orientation on the nature and purpose of the YKCC and a specific orientation on the purpose and requirement of operating the climbing wall. When possible, the Board will seek to provide additional training and educational opportunities.

4.9 The Board will monitor and update the Volunteer Policy and Volunteer Agreement when needed.

Code of conduct

4.7 The YKCC Board has the discretion to provide written warnings to volunteers who do not adhere to the Volunteer Policy or Volunteer Agreement. The Board has the discretion to revoke privileges and dismiss volunteers if it interprets that the Policy or the Agreement has not been adhered to. No volunteer will be dismissed until the volunteer has had an opportunity to discuss the reasons for possible dismissal with a Board member.

5.0 APPENDIX

Volunteer Agreement