



BOYS & GIRLS CLUBS
OF SONOMA VALLEY

A Matter Trust

Volunteer | Code of Conduct

The Boys & Girls Clubs of Sonoma Valley is committed to ensuring the safety of our members.

In order to best serve our Club Members, volunteers are expected to develop positive and meaningful relationships with the Club Members we serve. However, these relationships require boundaries and must not extend beyond Club hours or regular Club business.

This agreement is intended to indicate the seriousness of your service at Boys & Girls Clubs of Sonoma Valley (BGCSV). The intent of the agreement is to assure you of our deep appreciation for your service, to indicate our commitment to do the very best we can to make your volunteer experience here a productive and rewarding one, and to provide a safe, positive environment for Club members and staff.

1. In order to protect Boys & Girls Clubs of Sonoma Valley volunteers and program participants, at no time during a Boys & Girls Club program may a volunteer be alone with a single child where he or she cannot be observed by others. As volunteers supervise children, they should space themselves in a way that other staff members and volunteers can see them. If a member is found being unsupervised, the member should be escorted to a supervised area. *(See Relationship Policy & Child Safety Policy in Volunteer Handbook)*
2. Volunteers shall not abuse children, parents and/or guardians. This includes: physical abuse (strike, spank, shake, slap); verbal abuse (humiliate, degrade, threaten); sexual abuse (inappropriate touch or verbal or electronic exchange); mental abuse (shaming, withholding kindness, cruelty); neglect (withholding food, water, basic care, etc.). Any type of abuse will not be tolerated and may be cause for immediate dismissal.
3. Volunteers shall do their part to protect members by reporting any suspicious talk or mention of abuse to Boys & Girls Club Staff/ Directors, local law enforcement (Sonoma Police 707-996-3602) or Youth, Children & Family Services (CPS 707-565-4304)
4. Volunteers will respond to children and/or parents, guardians with respect and consideration and will treat all children/parents/guardians equally regardless of gender, race, religion, culture, ability, etc. *(See Discrimination, Harassment, and Retaliation Policy)*
5. For safety reasons, members are not allowed to be carried, lifted, wrestled, or swung around by volunteers. Volunteers will respect children's right not to be touched in ways that make them feel uncomfortable and their right to say no. Volunteers should never carry members, allow members to sit on their laps, or hold hands with members.

6. Volunteers must appear clean, neat and appropriately attired. Revealing clothes and/or clothes with inappropriate messages will not be allowed.
7. Using, possessing, or being under the influence of alcohol or illegal drugs is prohibited. Smoking or use of tobacco in the presence of children or parents in or around Club premises is prohibited. *(See Drug Free/Alcohol Free Workplace)*
8. Profanity, inappropriate jokes, sharing intimate details of one's personal life and any kind of harassment in the presence of children or parents are prohibited. This includes both verbal communication and electronic communication. *(See Electronic Communication Policy)*
9. Volunteers will portray positive role models for youth by maintaining an attitude of respect, loyalty, patience, courtesy, tact and maturity. Using vulgar language and/or gestures is prohibited.
10. Volunteers are strictly prohibited from texting or communicating electronically with members. All correspondence should go through the parent/guardian and should remain appropriate and respectful. *(See Electronic Communication Policy & Relationship Policy)*
11. The release of or publication of any Club member names on any social media sites such as Facebook, Instagram, Snapchat, LinkedIn, et al, is strictly prohibited. *(See Electronic Communication Policy & Relationship Policy)*
12. Exercise caution don't violate privacy by taking photos of any Club member without the approval from Club management and or the parent or guardian.
13. Volunteers are prohibited from transporting children in Club vehicles or their own vehicles unless consent has been given by parent at time of registration and volunteer is listed as a contact on the members registration form.
14. Volunteers must adhere to BGCSV's sign in/out policy. Under no circumstances should volunteers release children to anyone without the member properly signing in/out with BGCSV program staff.
15. Volunteers are responsible for maintaining the confidentiality of all propriety privileged information to which they are exposed while serving as a volunteer, whether this information involves a single member of the staff, another volunteer, club member or other person or involves the business of the organization.
16. Volunteers understand that only emails and phone numbers will be provided for rosters. Should they be provided an address, by consent of a parent, the address is not to be shared with any other member of the team.
17. All forms of communication with parents or guardians must be appropriate and professional at all times. Volunteer Coaches must include Athletic Director on all email communication to the team.
18. Volunteers will use bathrooms only assigned to adults or volunteers.

19. Any post season athletic celebrations should be communicated to Athletic Directors. All teammates should be included in any post-season celebration.

I certify that:

- (1) I promise to fulfill the commitments made to the Boys & Girls Clubs of Sonoma Valley (BGCSV)**
- (2) I will abide by all BGCSV policies, rules, regulations, and standards of conduct;**
- (3) I release the BGCSV, its employees, leaders, instructors, clients, and volunteers from any liability for loss or injury to the members of our group or property which may occur due to our negligence or other acts of omissions;**
- (4) I authorize the BGCSV, without limitation, to copy, publish, exhibit or distribute, photographs, video tapes, &/or written testimonies of our volunteers for the purpose of reporting or promoting volunteerism and/or BGCSV programs.**

Your signature below verifies that you have read and understand all of the information contained in the Athletic Volunteer Code of Conduct & received a copy of the Volunteer Handbook.

You understand that any violation of this code of conduct may result in removal of volunteer position.

Volunteer Printed Name

Volunteer Signature

Date

Club Staff Signature – Documenting you reviewed with volunteer

Date