

IRVINE SWIM LEAGUE

***POLICIES AND PROCEDURES FOR
VOLUNTEERS***



March 2017

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Welcome

Welcome to Irvine Swim League (“ISL”). Thank you for volunteering to devote your time to ISL! As a non-profit organization, ISL is extremely gratified to have your assistance. By stepping forward, volunteers such as you help make the ISL experience a success for our swimmers – we could not do it without you!

As a volunteer, you dictate the amount of time you will spend helping ISL. Regardless of your level of commitment, ISL maintains standards of conduct that apply to all League volunteers and employees. These policies and procedures are intended to help ensure the success of our program and make the ISL experience the best possible for all of our swimmers and participants.

Equal Opportunity Employer

ISL is an equal opportunity employer. Our management is dedicated to ensuring the fulfillment of this policy with respect to all aspects of the ISL experience and to ensure that this policy applies to employees and volunteers alike, both in terms of how our employees and volunteers are treated **and** how our employees and volunteers treat others.

If you believe that you may have experienced or witnessed, or have otherwise become aware of, possible discrimination, please immediately report your concerns to the Team President or the Executive Director. Failure to report your concerns and provide the necessary information prevents ISL from taking the appropriate steps to investigate, prevent and/or correct such situations. ISL prohibits retaliation against any person who opposes, reports or assists another person in reporting suspected discrimination.

Standards of Conduct and Honesty

ISL requires that both our employees and our volunteers follow rules of conduct that will create the best possible atmosphere and ensure the safety of all ISL participants, whether employees, volunteers, swimmers, parents or guests. It is not possible to list all the forms of behavior that are considered unacceptable as an ISL volunteer. All in all, ISL expects you to use good judgment and conduct yourself at all times in an appropriate and ethical manner. ISL also expects you to follow all safety guidelines and to never place any employee, volunteer, participant or attendee in danger or at unnecessary risk. In addition, ISL entrusts its volunteers with ISL and participant assets and property on a daily basis

If you believe that you may have witnessed or have otherwise become aware of possible misconduct, dishonesty or theft, please promptly report your concerns to the Team President or the Executive Director so that an appropriate investigation can be promptly conducted and any necessary corrective action or response can be carried out.

Policy Against Discrimination and Harassment

ISL is committed to providing an environment for its employees, volunteers, participants and guests free of discrimination or harassment. By this policy, ISL prohibits not only discriminatory or harassing conduct that is severe or pervasive enough to be unlawful, but also inappropriate and unprofessional conduct, even if it is not severe or pervasive enough to violate state or federal law.

ISL maintains a strict policy prohibiting discrimination and/or harassment based upon race, color, national origin, ancestry, religion (including religious belief, observation, dress and grooming), sex, gender (including transgender, gender identity and gender expression), sexual orientation, political affiliations or activities, military service/veteran status, marital status, pregnancy (including childbirth, breastfeeding, and related medical conditions), age (40 and above), physical or mental disability (including HIV and AIDS), medical condition (cancer and genetic information or characteristics), or

any other legally protected basis. ISL will not tolerate discrimination or harassment based on any category protected by law, or any abusive, disrespectful or otherwise inappropriate conduct, whether by or toward a supervisor, subordinate or co-worker. This policy also prohibits harassment by or toward third parties, including applicants, independent contractors, participants, interns, volunteers, and vendors.

This policy against harassment includes a prohibition on sexual harassment, or any conduct that may be perceived as harassment, which may include conduct between members of the opposite or same gender. Sexual harassment comes in many forms – such as verbal, physical, visual or written (including email) – and may include, but is not limited to, conduct such as:

- Unwelcome sexual advances;
- Making, threatening or engaging in any form of reprisal in connection with a negative response to any sexual advance;
- Verbal conduct such as teasing, starting or repeating rumors, discussing sexual subject matter, or making derogatory, degrading, harassing or sexually suggestive jokes, slurs, comments, remarks or epithets;
- Visual conduct such as leering, staring, sexual gestures or facial expressions, displaying or distributing derogatory or sexually suggestive material such as depictions, emails, faxes, text messages, “sexting,” or other writings, documents or communications;
- Unwelcome physical conduct such as touching, massaging, hugging, kissing, invading personal space, blocking or interfering in any way with another’s movement or work, or any assault upon another;
- Displaying, distributing or bringing onto ISL premises sexually suggestive or otherwise inappropriate or harassing depictions, books, magazines, recordings or other materials;
- Engaging in any gender-based intimidating, threatening, aggressive or “bullying” conduct; or
- Any gender or sexually based conduct that has the purpose or effect of interfering with another’s work, or of creating a hostile or offensive work environment.

The above list is not all-inclusive, but illustrates inappropriate conduct, which will not be tolerated.

ISL needs, expects and encourages you to come forward, without delay, should you suspect that any discrimination or harassment has occurred. If you believe that you may have experienced or witnessed, or have otherwise become aware of, possible discrimination or harassment, please immediately report your concerns to the Team President or the Executive Director. Any supervisor who learns of a potential violation must immediately notify the Team President or the Executive Director. Your prompt report will enable ISL to investigate and, if appropriate, take prompt, remedial action.

ISL prohibits retaliation against anyone who opposes, reports or assists another person in reporting, suspected discrimination or harassment. Retaliation will not be tolerated.

ISL takes such matters very seriously. Please do not hesitate to speak with the Team President if you have any questions or concerns.

Bullying

ISL strives to provide a safe, civil, innovative and mutually respectful experience for all League participants, employees and non-employees alike. To this end, ISL prohibits any type of bullying conduct, whether between or among employees, volunteers, participants or bystanders. Bullying may include:

- Verbal abuse, including yelling, swearing, name calling, insults, epithets, or derogatory sarcasm or remarks;

- Inappropriate verbal communications, such as innuendos, repeating gossip or rumors;
- Physical acts, such as glaring, slamming doors, throwing items or hitting things;
- Sabotaging or undermining any person's job or work performance; or
- Any behavior that may undermine, offend, degrade, humiliate, threaten or intimidate another.

The above list is not all-inclusive, but illustrates inappropriate conduct, which will not be tolerated.

Bullying does not include insisting on high performance standards, and ISL coaches may expect and elicit excellence from others. However, ISL will not tolerate disrespecting or alienating others, or instigating or participating in uncooperative or inappropriate behavior.

Bystander support also contributes to such behavior, and to the resulting harm caused by such behavior. Please immediately come forward if you experience, witness or otherwise become aware of bullying or other improper or unacceptable conduct.

Drug and Alcohol-Free Environment

To ensure the health and safety of its employees, participants and property, ISL is dedicated to maintaining a drug and alcohol-free environment. Any volunteer reasonably suspected of possessing, selling, buying, manufacturing, distributing or using alcohol or any illegal, mind-altering or non-prescribed controlled substance or paraphernalia while representing ISL or attending ISL activities is prohibited and may result in your immediate removal from the premises, and the termination of your volunteerism with ISL. In addition, any illegal or controlled substance or paraphernalia found may be turned over to law enforcement. Please note, ISL considers marijuana an illegal drug (as that term is used in this policy), even if medically prescribed or permitted under California law.

Notice of Hours

Although the time you choose to spend with us is voluntary and never required, ISL appreciates that if you do commit to appear for certain activities or hours, that you meet that commitment or notify us in advance if you are unable to appear as expected.

Conflicts of Interest

ISL endeavors to conduct its activities in accordance with the highest ethical standards. In that regard, ISL endeavors to avoid the existence of a conflict of interest and any appearance of impropriety. Conflicts may occur between the private interests and the professional responsibilities of board members, staff members or volunteers.

It is impossible to draft rules that cover every situation that may arise. ISL volunteers are expected and obligated to take it upon themselves to disclose any conflicting or potentially conflicting personal, professional or business interests they may have, directly or indirectly, with any ISL activity, purchase or decision. Such a disclosure does not suggest any impropriety! We therefore encourage and expect you to be absolutely candid with ISL concerning any possible conflicts or the appearance of impropriety. Please contact the Executive Director if you have any information or questions regarding this policy.

Personal and Confidential Information

As a volunteer with ISL you will directly or indirectly gain access to information about ISL and its participants that may be personal and confidential. Such information includes medical, financial or other information about our swimmers and other participants you learn in your role as volunteer with

ISL. ISL expects you to keep this information confidential unless you are legally required or have express permission from the individual affected to disclose such information.

Contacts with the Media or Other Third Parties

If you receive an inquiry that is related in any way to ISL or its participants, including inquiries from the press, please immediately direct that individual to the Team President or Executive Director. No one is authorized to communicate with outside sources, including members of the press, media, and government agency representatives, on behalf of ISL unless specifically authorized, in writing, by the Executive Director.

On Deck Safety

Your safety, and that of our swimmers and those who work with you, is one of our greatest concerns. With an alert safety attitude, you can help eliminate accidents. All volunteers are expected to follow all facility safety rules and procedures and to refrain from taking any action that the volunteer feels may be unsafe or put the volunteer or any other person at unnecessary risk of injury. If you have any questions or concerns about workplace safety, please promptly discuss these matters with your supervisor or the Team President.

Violence or Threat of Violence

If there is an immediate threat of violence, emergency assistance must be obtained promptly, including calling 911 if appropriate.

The security of ISL volunteers, employees, participants and guests is paramount. ISL will not tolerate any act or threat of violence towards any other person with whom he or she has contact due to ISL. Any conduct that violates this policy in any way is absolutely prohibited, will not be tolerated, and may result in the volunteer's immediate removal from the premises.

Please speak up if you experience or know of a threat or act of violence!

Accidents

In the event of any accident, illness or injury, call 911 immediately if it is appropriate to do so.

Any accident that occurs during an ISL activity must immediately be reported to ISL. For your own safety and the safety of others, seek the assistance of the Team President or the Executive Director, if it is practical to do so. Please offer medical aid to an injured person only if it is an emergency and other medical assistance is not available.

Only the Executive Director can answer questions about ISL's responsibility in the event of any accident or injury.

Off-duty Recreational, Social and Athletic Activities

Volunteer participation in post-work parties or other activities that are not part of the volunteer's requested duties is not expected, required, authorized or encouraged by ISL. Your participation in any such activities is strictly voluntary and at your own risk. ISL assumes no liability for any injury or accident arising outside the scope of the volunteer duties you have been specifically assigned.

Business Expense Reimbursement

Volunteers may be entitled to reimbursement for reasonable, pre-authorized expenses that are properly incurred in the performance of the volunteer's duties. If agreed upon in advance by the

Team President, volunteers who are authorized to use their own vehicles for work-related purposes and record and submit the business mileage driven will be reimbursed for mileage at the applicable IRS Standard Mileage Rate. All requests for reimbursement, including mileage reimbursement, must be submitted in writing [on an Expense Reimbursement Form with an explanation of the expenditure, and must be accompanied by original receipts.

Personal Appearance

Because of our relations with our participants and the public, and our goal to always set a good example for our young swimmers, a proper appearance, including appropriate dress, neatness and cleanliness, are absolutely necessary at all times. If you have any questions about proper attire, please speak with the Team President.

A. ACKNOWLEDGMENT

Acknowledgment – Volunteer Copy (Volunteer to Retain)

I acknowledge and agree that I have received, read and understand the Irvine Swim League Volunteer Policies, which include my understanding of the following:

_____ ISL provides a work environment free of discrimination, harassment or retaliation. I have read and understand ISL's policy against discrimination and harassment. I understand that if I experience or witness discriminatory or harassing conduct that I am expected and encouraged to immediately come forward to report that to management. Retaliation against anyone who opposes, reports or assists another person in reporting suspected discrimination or harassment is also prohibited. The League will not tolerate discrimination, harassment or retaliation.

_____ Personal or confidential Information concerning ISL and its participants that I learn as a volunteer shall remain confidential and may not be used or released to any person or entity without express permission from the individual(s) involved.

Signature: _____

Date: _____

Print Name: _____

Acknowledgment

Volunteer to sign and turn in

I acknowledge and agree that I have received, read and understand the Irvine Swim League Volunteer Policies, which include my understanding of the following:

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Signature: _____

Date: _____

Print Name: _____