

Volunteer Policy for Gadsden State Athletic Department

Purpose

The purpose of this Volunteer Policy is to establish guidelines and procedures for individuals who wish to volunteer their time and services to the Gadsden State Athletic Department. This policy aims to ensure that all volunteers understand their role and responsibilities and adhere to the policies set forth by the National Junior College Athletic Association (NJCAA), the Alabama Community College System (ACCS), Alabama Community College Conference (ACCC), and Gadsden State Community College (GSCC).

1. Definitions

2.1. Volunteer: An individual who willingly offers their time, skills, and services without any expectation of compensation or employment.

2. Eligibility

3.1. Age: Volunteers must be at least 18 years old.

3.2. Background Check: All volunteers must undergo a background check in compliance with NJCAA and ACCS policies. Volunteers will cover the associated costs for the background check.

3. Volunteer Opportunities

4.1. Available Positions: The Athletic Department will identify and communicate available volunteer positions, which may include roles such as team assistant, event staff, game day operations, equipment management, and other related tasks.

4.2. Selection Process: Volunteers will be selected based on the needs of the Athletic Department, the applicant's qualifications, and the department's discretion.

4. Volunteer Responsibilities

5.1. Commitment: Volunteers are expected to fulfill their agreed-upon commitments punctually and reliably.

5.2. Compliance: Volunteers must adhere to all NJCAA, ACCC, and Gadsden State Athletic Department policies, rules, and regulations.

5.3. Confidentiality: Volunteers may have access to sensitive information related to athletes, coaches, and the department. They must maintain strict confidentiality and not disclose any confidential information.

5.4. Professionalism: Volunteers are expected to conduct themselves professionally, treat everyone respectfully, and maintain a positive attitude.

5.5. Safety and Code of Conduct: Volunteers must follow safety guidelines and adhere to the Gadsden State Community College code of conduct, which includes refraining from any form of discrimination, harassment, or inappropriate behavior.

5.6. Reporting: Volunteers should promptly report any concerns, accidents, incidents, or violations of policies to the designated department personnel.

5. Volunteer Benefits and Support

6.1. Recognition: The Athletic Department will acknowledge the valuable contributions of volunteers through various means, such as recognition events or certificates of appreciation.

6.2. Training: Volunteers will receive appropriate training and orientation to perform their assigned duties effectively and safely.

6.3. Supervision: Volunteers will be assigned a supervisor who will provide guidance, support and address any questions or concerns.

6.4. Insurance: Volunteers will be covered by liability insurance provided by the Gadsden State Athletic Department during their authorized activities.

6. Volunteer Agreement

7.1. Agreement: All volunteers must sign a Volunteer Agreement, which outlines their commitment to abide by the policies, procedures, and expectations set forth by the Athletic Department and the governing bodies, including the NJCAA and ACCS.

7. Amendments and Review

8.1. Amendments: The Gadsden State Athletic Department reserves the right to amend this Volunteer Policy as necessary. Any changes made will be communicated to the volunteers in a timely manner.

8.2. Review: This policy will be reviewed periodically to ensure compliance with NJCAA, ACCC, and institutional requirements.

By volunteering with the Gadsden State Athletic Department, volunteers acknowledge their commitment to the goals, standards, and expectations outlined in this policy.