



Intramural Spring Basketball Volunteer Handbook

Table of Contents

Section 1: Welcome Mission Statement	p. 3
Section 2: Volunteer Requirements and Expectations Background Screening Process Commitment, Dependability, and Professionalism Appropriate Conduct Child Protection Responsibility First Aid And Universal Health Precautions Communication Student Confidentiality	p. 4 & 5
Section 3: Interactions with Students Supervision Student Contact Discipline	p. 6
Volunteer Agreement Form	p. 7

1 Welcome

Thank you for your interest in volunteering at ICA! You play an important role in the success of our Intramural Spring Basketball Program.

One thing is certain, we will all achieve more with a coordinated effort. This Handbook is the first step in coordinating our efforts around the common goals we all aspire to achieve.

Respectfully,
Mr. Hooper, Athletic Director

1.1 MISSION STATEMENT

Inverness Christian Academy exists to see young children come to Christ, to help them grow as Christians, and to aid the home in the spiritual, academic, and physical education of their child.

2 VOLUNTEER REQUIREMENTS AND EXPECTATIONS

The requirements for volunteers are designed to protect both students and volunteers. The school has a legal responsibility to do everything in its power to provide a safe environment for its students and staff. Please view these expectations not as an imposition, but rather as a means of creating the best possible environment for authentic Christian education to thrive.

2.1 BACKGROUND SCREENING PROCESS

All volunteers 18 years or older must complete a Level 2 background check prior to working with children. Youth volunteers (under 18 years old) must be screened and authorized by administrators, but no fingerprint background check will be required.

2.2 COMMITMENT, DEPENDABILITY, AND PROFESSIONALISM

Please do not commit to more service than you can provide. If an issue arises that will keep you from performing your volunteer duties, please inform Mr. or Mrs. Johnston as far in advance as possible.

Volunteers who are ill or otherwise physically impeded (broken limb, etc.) from performing their volunteer role safely may not supervise students. In the event of illness or injury, please inform Mr. or Mrs. Johnston as soon as possible so a replacement volunteer may be arranged.

Remember that you are a role model for student-athletes, both in actions and appearance. Personal cleanliness and neatness are expected, and clothes should be appropriate for a Christian school setting. Punctuality and dependability are also necessary for volunteers. A great mantra for volunteers is “early is on time.”

2.3 APPROPRIATE CONDUCT

Student-athletes observe and learn from the behavior of the adults around them. Volunteers are expected to exhibit Christ-like behavior, proper decorum, good manners, and respect toward others. The following are guidelines for helping your volunteer work go smoothly and productively. This list is not all-inclusive; when in doubt about whether an action or decision is appropriate, err on the side of caution.

- Be a Christian role model.
- Protect and respect school property.
- Disable cell phones or other electronic devices while supervising student-athletes.
- Do not smoke, drink alcohol, or use any controlled substances during or before volunteering (with the exception of prescribed medications that do not impair volunteer performance).
- If possible do not bring other children with you while volunteering—your focus needs to be on the student-athletes.
- Use only adult restroom facilities.
- Do not post any pictures or names of student-athletes on your personal social media sites.
- Do not engage in one-on-one digital communication (texting, social media, etc.) with a student-athlete.
- Use appropriate language. Student-athletes should be addressed in a manner that reflects the fact that they are made in the image of God.

2.4 CHILD PROTECTION RESPONSIBILITY

Volunteers are not considered “mandated reporters” under Florida law, but volunteers should be aware of child abuse reporting requirements for school employees.

If you become aware of suspected child maltreatment, report your observations to Mr. or Mrs. Johnston immediately.

2.5 FIRST AID AND UNIVERSAL HEALTH PRECAUTIONS

Volunteers should not administer first aid to student-athletes. Find Mr. or Mrs. Johnston to perform any necessary first aid. If a student-athlete receives an injury that requires immediate medical treatment, send someone to get help. Do not move the student-athlete until the extent of the injury has been assessed. The volunteer should keep bystanders away and reassure/calm the student-athlete until a staff member calls 911 (if necessary) and comes to manage the situation.

Volunteers who are supervising student-athletes are expected to take reasonable steps to prevent student-athletes from coming into contact with any bodily fluids. Precautions should be used in all settings involving any bodily fluids, especially blood. In the school setting, those precautions include hand washing, wearing protective gloves, and careful trash disposal.

Volunteers should be aware of the allergy alerts for the student-athletes they supervise.

2.6 COMMUNICATION

Do not say or write things to a student-athlete that you would be uncomfortable sharing with the student-athlete’s parents or Mr. and Mrs. Johnston. Do not make any comments and/or innuendos that could be construed as sexual in nature, and refrain from giving student-athletes compliments that focus on physical attributes.

When working with other volunteers or staff members, conflicts may occur. If a concern arises or you take issue with something you see or hear at the school, please take the concern to the appropriate person. ICA desires to handle all concerns in a Biblical manner as spelled out in Matthew 18. Please do not allow concerns to contribute to gossip, but rather seek resolution and the improvement of the Intramural Spring Basketball Program.

2.7 STUDENT CONFIDENTIALITY

Volunteers are expected and required to keep all student-athlete information acquired while working as a volunteer confidential. Student-athlete information includes all academic, medical, and personal information. It is important that you do not discuss student-athletes with others. Under no circumstances should information or gossip about a student-athlete, volunteer or staff member be shared with other student-athletes or parents.

3 INTERACTIONS WITH STUDENTS

All interactions with student-athletes should be professional and focused on learning. Volunteers should not try to be a peer or buddy to student-athletes; student-athletes are best served when grown-ups behave as responsible adults. Volunteers are expected to follow all school guidelines and be adult Christian role models at all times. Your example as a Christian servant is a vitally important part of the training and education provided to our student-athletes.

3.1 SUPERVISION

Student-athletes must be supervised by an adult at all times. Volunteers should never be alone in a classroom, office, or vehicle with an individual student-athlete. Volunteers must observe the “two- person rule” at ALL times. This means that volunteers must make every reasonable effort to avoid situations where an adult is alone with a student-athlete. There should always be another adult or another student-athlete present. This rule protects both the student-athlete and the adult.

3.2 STUDENT CONTACT

Appropriate physical touch is important for a student-athlete’s development and is generally suitable in a sports setting. Babies need to be held, children need to be comforted, teens need affirmation, and each require physical touch. What is appropriate for one age group is not always appropriate for another. Some examples of appropriate touch are side hugs, high fives, and pats on the back. It is imperative that volunteers make sure their conduct is appropriate for the student-athlete age group assigned.

Touching should be initiated by the student-athlete. It must be a response to the student-athlete’s need for comforting, encouragement, or affection and not based on an adult’s emotional need. A student-athlete’s preference not to be touched should be respected. Touching must not give even the appearance of wrongdoing. Volunteers must foster trust and their actions must be above reproach at all times.

Inappropriate touching or questionable behavior by parents, relatives, friends, students, employees, or any others is to be reported immediately to Mr. or Mrs. Johnston.

3.3 DISCIPLINE

Volunteers are NOT responsible for disciplining student-athletes. However, as a supervising adult, you carry all necessary authority to ask and expect that student-athletes follow your directions. If you experience non-compliance or defiant behavior from a student-athlete, you should refer this immediately to Mr. or Mrs. Johnston. Volunteers must always treat student-athletes with respect and without favoritism. Put-downs, sarcasm, derogatory remarks, inappropriate familiarity, or offensive comments must never be used with student-athletes.



VOLUNTEER AGREEMENT FORM

Thank you for your interest in volunteering at ICA! Volunteering is a privilege, not a right. All volunteers serve at the sole discretion of the administration, and permission to volunteer in the school may be revoked at any time by the administration without the need for explanation.

By my signature below, I request to be designated as an approved volunteer at Inverness Christian Academy and acknowledge the conditions of my participation as outlined below:

1. I agree to act in accordance with the Volunteer Handbook and to all school policies. I will serve as a Christian role model to students and members of the community.
2. I will protect the confidentiality of any student or staff information that I come into contact within my volunteer service.
3. I agree to be an advocate for the school and not participate in gossip or actions that are detrimental to school culture.
4. I certify that I am in full agreement with the school mission, core values, and statement of faith, and my conduct will demonstrate that agreement.
5. I certify that I am not withholding any pertinent information from my past that would disqualify me from volunteering with children.
6. I understand my role as a volunteer, and I will act in partnership with the school staff and teachers.

Legal Disclaimers:

I understand that accidents may occur during volunteer activities. I release ICA, its trustees, employees, and volunteers from any and all liability for any damage, loss, or injury that may arise from my participation as a volunteer.

I certify that I am medically fit to participate in volunteer activities. I understand that ICA does not provide any health benefits or accident insurance for me as a volunteer; it is my responsibility to provide this coverage if desired.

In the event of a medical emergency, I consent for the school to arrange medical transportation and I consent to whatever care is considered necessary in the best judgment of the attending medical professional. I understand that ICA is not responsible for payment of this care.

I give ICA permission to use photographs or other media that may include my voice or image to promote the school.

I have read and understand the policies as outlined in this Volunteer Handbook, and I agree to adhere to these policies.

Signature

Printed Name

Date