



LITTLE WARRIORS SPORTS ACADEMY

Pox 661, Issaquah, WA, 98027

LITTLE WARRIORS' POLICY MEMORANDUM #2
SUBJECT: Little Warriors Sports Academy Volunteers

1 AUG 2021

1. The Volunteer Programs

1.1 Overall Policy on Utilization of Volunteers: The goal of this program is to ensure our Little Warriors' programs best served by the active participation of the community. To this end, the Little Warriors Sports Academy (LWSA) accepts and encourages the involvement of volunteers at all levels of the organization and within all appropriate programs and activities. All board of directors and staffs are encouraged to assist in the creation of meaningful and productive roles in which volunteers might serve and to assist in recruitment of volunteers from the community.

1.2 Purpose of Volunteer Policies: The purpose of these policies is to provide overall guidance and direction to staff and volunteers engaged in volunteer involvement and management efforts to keep our kids safe. These policies are intended for internal management guidance only, and do not constitute, either implicitly or explicitly, a binding contractual or personnel agreement. The LWSA reserves the exclusive right to change any of these policies at any time and to expect adherence to the changed policy. Changes to or exceptions from these policies may only be granted by the Volunteer Program Manager and must be obtained in advance and in writing. Areas not specifically covered by these policies shall be determined by the Volunteer Program Manager.

1.3 Definition of 'Volunteer': A 'volunteer' is anyone who without compensation or expectation of compensation beyond reimbursement performs a task at the direction of and on behalf of the organization. A 'volunteer' must be officially accepted and enrolled by the agency prior to performance of the task. Unless specifically stated, volunteers shall not be considered as 'employees' of the organization.

1.4 Volunteer Rights and Responsibilities: Volunteers are viewed as a valuable resource to our Little Warriors family, its staffs, and its clients. Volunteers shall be extended the right to be given meaningful assignments, the right to be treated as equal co-workers, the right to effective supervision, the right to full involvement and participation, and the right to recognition for work done. In return, volunteers shall agree to actively perform their duties to the best of their abilities and to remain loyal to the goals and procedures of the organization.

2. Volunteer Management Procedure

2.1 Maintenance of Records A system of records will be maintained on each volunteer in our system, including dates of service, positions held, duties performed, evaluation of work, and awards received. Volunteers and appropriate staff shall be responsible for submitting all appropriate records and information to the Volunteer Management Department in a timely and accurate fashion.



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Volunteer personnel records shall be accorded the same confidentiality as staff personnel records.

2.2 Two Hat Policy: Members of the agency's board of directors are [are not] accepted as direct service volunteers with the agency.

2.3 Conflict of Interest: No person who has a conflict of interest with any activity or program of the organization, whether personal, philosophical, or financial shall be accepted or serve as a volunteer with the agency.

2.4 Representation of the Little Warriors Sports Academy: Prior to any action or statement which might significantly affect or obligate the LWSA, volunteers should seek prior consultation and approval from appropriate staff. These actions may include, but are not limited to, public statements to the press, coalition or lobbying efforts with other organizations, or any agreements involving contractual or other financial obligations. Volunteers are authorized to act as representatives of the agency as specifically indicated within their job descriptions and only to the extent of such written specifications.

2.5 Confidentiality: Volunteers are responsible for maintaining the confidentiality of all proprietary or privileged information to which they are exposed while serving as a volunteer, whether this information involves a single staff, volunteer, client, or other person or involves overall agency business. Failure to maintain confidentiality may result in termination of the volunteer's relationship with the organization other corrective action.

2.6 Dress Code: As representatives of the agency, volunteers, like staff, are responsible for presenting a good image to clients and to the community. Volunteers shall dress appropriately for the conditions and performance of their duties.

2.8 Timesheets: Individual volunteers are responsible for the accurate completion and timely submission of timesheets.

3. Volunteer Recruitment and Selection

3.1 Position Descriptions: Volunteer staff, just as paid staff, require a clear, complete, and current description of the duties and responsibilities of the position which they are expected to fill. Prior to any volunteer assignment or recruitment effort, a position description must be developed for each volunteer position. This position will be given to each accepted volunteer and utilized in subsequent management and evaluation efforts. Position descriptions should be reviewed and updated at least every two years, or whenever the work involved in the position changes substantially. All position descriptions shall include a description of the purpose and duties of the position, a designated supervisor and worksite, a timeframe for the performance of the job, a listing of job qualifications, and a description of job benefits. The Volunteer Management Department is available to assist staff in the development of volunteer jobs and position descriptions.



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3.2 Recruitment: Volunteers shall be recruited by the LWSA on a pro-active basis, with the intent of broadening and expanding the volunteer involvement of the community. Volunteers shall be recruited without regard to gender, handicap, age, race, or other condition. The sole qualification for volunteer recruitment shall be suitability to perform a task on behalf of the organization. Volunteers may be recruited through either an interest in specific functions or through a general interest in volunteering which will later be matched with a specific function. No final acceptance of a volunteer shall take place without a specific written volunteer position description for that volunteer.

3.3 Interviewing: Prior to being assigned or appointed to a position, all volunteers will be interviewed to ascertain their suitability for and interest in that position. The interview should determine the qualifications of the volunteer, their commitment to fulfill the requirements of the position, and should answer any questions that the volunteer might have about the position. Interviews may be conducted either in person or by other means.

3.6 Health Screening: To protect our kids and players, a health screening procedure may be required prior to volunteer assignment. In addition, if there are physical requirements necessary for performance of a volunteer task, a screening or testing procedure may be required to ascertain the ability of the volunteer to safely perform the task.

3.7 Criminal Records Check: As appropriate for the protection of our young players, volunteers in certain assignments may be asked to submit to a background criminal check. Volunteers who do not agree to the background check may be refused assignment.

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