



CADDO PARISH PARKS AND RECREATION VOLUNTEER TERMS AND CONDITIONS

Acceptance of a volunteer assignment carries with it an understanding that the assignment is offered pending final clearances. By accepting a volunteer assignment, you also agree to the following Terms and Conditions:

SAFETY

Volunteers are responsible for their own safety as well as the safety of those around them and should at all times:

- Exercise maximum care and good judgment to prevent accidents and injuries.
- Seek first aid for all injuries and report incidents to CPPR staff immediately, regardless of how minor.
- Report unsafe conditions, equipment, or practices to CPPR staff immediately
- Use safety equipment provided by CPPR at all times
- Observe all safety rules and regulations
- Notify CPPR staff before beginning work, of any medication they are taking that may cause drowsiness or other side effects that are likely to lead to injury to themselves and/or their coworkers

SUBSTANCE ABUSE

Substance abuse is strictly prohibited on all Caddo Parish Parks and Recreation (CPPR) facilities and during the management of any CPPR programs. Any volunteers who participate in the unlawful manufacturing, use, sale, purchase, transfer or possession of illegal substances while involved with CPPR will be turned in to the police department and prosecuted to the fullest extent of the law. CPPR volunteers are not allowed to drink alcohol or smoke at any CPPR facilities while volunteering. CPPR volunteers are not allowed to serve while under the influence of alcohol and/or any other substances.

INAPPROPRIATE BEHAVIOR

All volunteers are strictly prohibited from any behavior that could be construed as inappropriate, including but not limited to, physical (paddling), emotional (name calling), verbal (profanity) or sexual abuse/harassment (inappropriate touching or mannerisms).

CONFLICT OF INTEREST

Conflicts of interest between public service of the volunteer and personal gain (including political, financial and business) must be avoided at all times.

DRESS CODE

As representatives of Caddo Parish, volunteers-like staff, are responsible for presenting a good image to the community. Volunteers shall dress appropriately for the conditions and performance of their duties. Volunteer or Event/Program Supervisor will provide any further specifications required.

NOTICE OF CRIMINAL PROCEEDINGS

Any volunteer who is arrested or otherwise charged with committing a criminal offense, other than a minor traffic violation, must notify their CPPR supervisor immediately. Failure to give prompt and proper notice may constitute grounds for removal from service.

GOOD SPORTSMANSHIP

Volunteers will promote good sportsmanship, team play, personal improvement, leadership skills and ongoing involvement in recreational activities. Any volunteer that does not display good sportsmanship will be dismissed from all CPPR programs and relieved of all volunteer coaching duties. For example, ridiculing of officials, opposing teams or coaches and use of profanity.

COMMUNITY RELATIONS

Volunteers will display a positive image of CPPR at all times. All interactions with CPPR staff, participants, other volunteers, parents, the media, and members of the community should be based on mutual respect.

RULES AND ROSTERS

Volunteers will be expected to follow all rules set forth by CPPR, including but not limited to, deadlines to turn in required paperwork and rosters, timelines and attendance at mandatory meetings and clinics. Failure to follow these rules may result in the coach and/or team being denied participation in the CPPR league.

TRAINING

All volunteers must attend and participate in any required training through CPPR. The volunteer coordinator or supervisor will advise volunteers of any required training after the volunteer has been approved through the volunteer screening process. Failure to complete required training may be grounds for removal from service. Additional training may be required as needed to ensure the safety and success of CPPR programs. The volunteer coordinator or supervisor will keep track of all recorded training hours, but it is the responsibility of the volunteer to complete the actual training and therefore keep his or her applicable credentials current with CPPR.

TAX INCENTIVE

A State Law passed in 2007 provides for a \$500 deduction from taxable income per year for volunteers who complete 30 or more hours of service in a calendar year. To receive this benefit, volunteers must be registered with Caddo Parish Parks and Recreation as an official volunteer, complete Ethics Training, have submitted hours/time sheets properly in a timely fashion to respective Volunteer Supervisor. A link to complete Ethics training will be provided via email once background screening results are received and the applicant is cleared to volunteer. In February of each year, the Volunteer Supervisor will send tax letters to all volunteers meeting these requirements.

VOLUNTEER SCREENING GUIDELINES

A person will be prohibited from serving as a volunteer for Caddo Parish Parks and Recreation (CPPR) if the person has been found guilty of the following crimes. This policy does not apply if criminal charges resulted in acquittal, Nolle Prose, expungement, or dismissal.

- All sexual offenses, regardless of the amount of time since offense. Examples include, but are not limited to: Child molestation, Rape, Sexual assault, Sexual battery, Sodomy, Prostitution, Solicitation, Indecent exposure
- All felony offenses that constitute crimes against the person, regardless of the amount of time since offense. Examples include but are not limited to: Murder, Manslaughter, Aggravated assault, Kidnapping, Robbery, Aggravated burglary
- Any crimes involving children, regardless of the amount of time since the offense.
- All felony offenses other than those against the person or sexual within the past 10 years. Examples include but are not limited to: Drug offenses, Theft, Embezzlement, Fraud, Child endangerment
- All misdemeanor that constitute offenses against the person within the past 7 years. Examples include but are not limited to: Simple assault, Battery, Domestic violence, Hit & run
- All misdemeanor drug & alcohol offenses within the past 5 years or multiple offenses in the past 10 years. Examples include, but are not limited to: Driving under the influence, Simple drug possession, Drunk and disorderly, Public intoxication, Possession of drug paraphernalia.
- Any other misdemeanor within the past 5 years that would be considered a potential danger to children or is directly related to the functions of that volunteer. Examples include but are not limited to: Contributing to the delinquency of a minor, providing alcohol to a minor, Theft – if person is handling monies.