

Alberta Orienteering Association

# Volunteer Program Policy



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### Background

The orienteering community in Alberta is comprised of many long-time members who are passionate about orienteering. These people include founding members, former national champions, club presidents, AOA board members, national board members and highly qualified orienteering officials. Over the past forty years, these individuals have each selflessly volunteered tens of thousands of hours. We have a core of very able and experienced volunteers in Alberta, but their average age is steadily increasing.

It is imperative that the knowledge and experience of these volunteers be passed onto others in the volunteer 'workforce'.

As per the Canadian Code for Volunteer Involvement, an organization is most successful when all levels of an organization recognize the opportunity to engage volunteers. Through this proposed Volunteer Program Policy, a streamlined volunteer engagement strategy will allow an AOA member to be able to be involved at all levels of the organization by supporting capacity building, fundraising efforts, awareness, and program support.

### Objectives of the policy

1. To strengthen the operational capacity and the ability to fulfill the mission and purpose of the AOA by providing screened and suitable volunteers on an as-needed basis to key positions and programs.
2. To contribute to a well-managed, organized and enjoyable volunteer experience. High volunteer satisfaction levels contribute to high member retention.
3. To provide suitable opportunities for giving and volunteering that result in helping volunteers to reach their personal development goals.
4. To help guide the actions of all individuals involved in the Association by providing consistency in decision making amongst staff, board members and volunteers. The policy also clarifies responsibilities and defines lines of communication and accountability.

### Current Volunteer Management Practices

There are three major volunteer roles within the AOA.

1. AOA Board and committee members
2. AOA volunteer coaches and officials
3. AOA event and program volunteers-general support

Volunteers are currently being managed by the AOA Executive Director (staff) and members of the AOA volunteer board. The volunteer management policy exists to contribute to the strategic direction, organizational governance and running of key programs/events for the Association. Basic management includes screening, orientation, mentoring and check in.

The AOA affirms that volunteerism is an essential and highly regarded community value and strives to maintain and enhance volunteerism in the Association.

### Definition of a Volunteer

Orienteering is largely run by volunteers. The AOA acknowledges a “volunteer” as anyone who, without compensation or expectation of compensation beyond reimbursement, performs work at the direction of and on behalf of the Association.

A volunteer is an individual:

- who chooses to undertake a service or activity; someone who is not coerced or compelled to do this activity.
- who does this activity in service to an individual or an organization, or to assist the community-at-large.
- who does not receive a salary or wage for this service or activity.
- who works within the capacity of a board member, coach, official, event organizer or coordinator without compensation, except expense reimbursement.

### Philosophy of Volunteer Involvement

The AOA recognizes that volunteers are vital human resources and commits to the appropriate infrastructure to support volunteer involvement in the organization.

### Involvement of a Volunteer

The use of volunteers is preferred where available. The volunteer ethic is to be encouraged and respect should be paid to the feelings of volunteers in any action made on behalf of the sport of orienteering.

### Training of Volunteers

On-boarding, orientation, certification courses, workshops and mentoring will be offered to the AOA board of directors and volunteers to help train them in various volunteer skills.

### Volunteer Recruitment

When recruiting for a major volunteer task (with great responsibility of overseeing many others), an open selection process should be used with adequate advertising. This is to give an opportunity for all interested people to apply for the position.

The AOA Executive Director or board of directors shall bear primary responsibility for recruiting suitable volunteers, providing effective volunteer training, orientation and supervision, and for tracking and evaluating the contribution of volunteers to AOA.

### Volunteer Recognition

The AOA will recognize the efforts of volunteers through its newsletter and at the AGM and personal thank-you notes will also be sent as often as possible when appropriate.

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Alberta Sport Connection recognizes outstanding coach developers, coaches, officials and sport volunteers biennially through their Sport Recognition Awards. Nominations open late in the even-numbered years. The AOA Executive Director should poll Alberta orienteering clubs for nominees, but the nomination should be made by AOA.

<https://albertasport.ca/programs/awards/recognition>

Honorary memberships (Bylaws, Article 3.1 (c)) can be awarded as recognition of exemplary service to the sport of orienteering in Alberta.

### Volunteer Access to Policies

All volunteers must be familiar with and have access to current and revised AOA policies and procedures. All employees and volunteers are required to review and understand the AOA Volunteer Program Policy.

The Volunteer Program Policy manual and information can be accessed online on the AOA website: <https://www.orienteeringalberta.ca/volunteers.html>

### Volunteer Responsibilities

The safety, welfare, and health of volunteers and members are of high priority in all of the AOA's operations.

All volunteers will adhere to a risk management process described in the general guidelines, "Safety Rules & Recommendations for Orienteering" document and will make their safety a top priority. This process will involve assessing and managing risk in the following areas:

- Volunteer positions
- Orientation and training of volunteers
- Volunteer support and management

Volunteers may refuse any assignment that they reasonably believe to be unsafe.

**All volunteers who are in event/program in leadership roles should be familiar with the policies and procedures listed below:**

- AOA Volunteer Program Policy (this document)
- Safety Rules & Recommendations for Orienteering
- AOA Concussion Policy

All the above information can be accessed online on the AOA website:

<https://www.orienteeringalberta.ca/volunteers.html>

**Leadership roles:** volunteers who are in position of trust. Position of trust is a legal term that refers to a position of authority over another person or within an organization.

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E.g. Decision makers -Board members; Managers who supervise other volunteers or staff; Head coaches; Coaches who are responsible for any program with minors; key officials for events (e.g. event director, course planner, controller, safety chief).

### Police Information Checks (PIC)

All volunteers who are in a position of trust and have direct access to a vulnerable person in a supervisory role, or who have significant access to the Alberta Orienteering Association assets, will be required to complete a Police Information Check, and provide the results to the AOA.

**Previous Police Information Checks that are no older than 12 months can be considered when beginning volunteering with the AOA.**

**Vulnerable Sector Searches (VSS)** are requested as part of a Police Information Check when a volunteer is **solely responsible for the well-being of a vulnerable person including children under the age of 18**. A vulnerable person is defined as a person who, because of their age, disability or other circumstances, whether temporary or permanent, is in a position of dependence on others or who are at a higher than normal risk of being harmed by an authority figure. Merely being in contact with a vulnerable person does not necessitate a Vulnerable Sector Search, unless the volunteer is in a position with a significant degree of trust or authority and with unsupervised access to vulnerable persons.

Potential volunteers are required to disclose to the Executive Director any security concerns that may be listed in a completed Police Information Check. Existing volunteers who become aware of any changes to their security clearance status must inform the Executive Director.

**Police Information Checks (which include a Vulnerable Sector Search if necessary) will be valid within AOA for three (3) years from the date they are completed.**

### Volunteer Screening

The AOA will ensure the appropriate screening of volunteers to maximize member and volunteer safety. All Human Rights Legislation supersedes this policy.

**The AOA shall require screening if the volunteer position involves the individual being alone and unsupervised with persons identified as vulnerable** (a vulnerable person is an individual who has difficulty protecting himself from harm temporarily or permanently and is at risk because of age, disability, handicap or situation).

**Police Information Checks (PIC) may be reasonable if a volunteer works in a position of trust but is not solely responsible for the well-being of vulnerable persons.** A volunteer role like this does not necessitate a Vulnerable Sector Search, but for other risk considerations it may still be necessary to conduct one. Police Information Checks include existing criminal convictions, upcoming criminal court appearances, and a scan of the local police records in the jurisdiction in which the applicant resides. Keep in mind that they may include information on alleged crimes in which the person was not charged or convicted.

### Recommended Levels of Screening:

The chart provided at the last page (p.20) **Appendix D: AOA Screening Requirements Chart**, shows a variety of different screening requirements for certain roles.

- a. Paid staff roles differ from volunteer roles.
- b. Adult roles (age 18+) differ from youth roles (ages 12-17).
- c. Leadership roles differ from Non-leadership roles.
- d. For roles in contact with minors, Supervisory roles differ from Non-supervisory roles.

If your role fits into this chart, you are expected to comply with the relevant requirement(s) shown.

**Many volunteers, both adult and youth, will not have a leadership role, nor a supervisory role in contact with minors. These people have no screening requirements.**

**AOA Board members** will be required to complete a **Volunteer Application form and Police Information Check**, including Vulnerable Sector Search if the position requires the individual to be alone and unsupervised with persons identified as vulnerable.

**Coaches in leadership position with minors** will submit a **Volunteer Application form** with listed related experience qualifications, and references and will be **required to complete a Police Information Check, including Vulnerable Sector Search.**

The results of Police Information Checks will be made available to the Executive Director who will report any issues to the AOA Board.

### **Volunteer screening for Youth Volunteers (12-17 years old):**

Youth volunteers in a leadership position but NOT in a supervisory role in contact with minors will submit a **Volunteer Application** form (Appendix C) and **PIC**.

Youth volunteers in a leadership position AND in a supervisory role in contact with minors will submit a **Volunteer Application** form (Appendix C), a **PIC** and **VSS**.

Youth volunteers NOT in a leadership position, but in supervisory roles in contact with minors will submit a **Youth Volunteer Agreement** (Appendix B) including parental agreement.

Youth volunteers NOT in a leadership role, NOR in a supervisory role in contact with minors, will have NO screening requirements.

### **Adult Volunteer Waiver & Youth Volunteer Agreement**

There is an Adult Volunteer Waiver (Appendix A) and there is a Youth Volunteer Agreement (Appendix B) which requires parental agreement. These must be signed by the following volunteers prior to volunteering:

**All the volunteers whose positions do not require a Police Information Check (PIC) and who will be in supervisory roles in contact with minors but must never be alone with a child.** (e.g. volunteers in youth programs, camps, training events where no parental/guardian supervision is required).

### **AOA Volunteer Position General Descriptions**

Position postings and descriptions will clearly set out responsibilities of the positions and will indicate any screening requirements.

### AOA Board Members Descriptions

(Details in Bylaws, Article 5.2.2.1)

#### **President**

The President is an Officer of AOA and as such has signing authority for legal AOA documents. Responsibilities include planning, organizing, directing and controlling the Association operational activities to ensure the best results for the members. The Executive Director (ED) reports to the President. The President conducts the annual performance review of the ED, and an exit interview when the ED leaves, usually with one other Board member.

**This position requires a Police Information Check.**

#### **Secretary**

The Secretary is an Officer of AOA and as such has signing authority for legal AOA documents. Responsibilities include recording minutes of all board meetings and making the minutes available to all board members. **This position requires a Police Information Check.**

#### **Treasurer**

The Treasurer is an Officer of AOA and as such has signing authority for legal AOA documents. Responsibilities include implementing financial policy as agreed by the AOA Board, monitoring banking activity and finances of the Association, preparing a budget in association with other members of the Board and preparing accounts for audit. **This position requires a Police Information Check.**

#### **Skills Development**

The VP Skills Development is responsible for overseeing and coordinating AOA's responsibilities in the areas of coaching, team selections, training for adults and juniors; including the AOA's share of the organization of the annual training camp, and the development of Team Alberta. There is a [Terms of Reference for a Team Alberta Committee](#).

**This position requires a Police Information Check, including a Vulnerable Sector Search if working in a supervisory role with minors.**

#### **Mapping**

The VP of Mapping is responsible for planning and coordinating mapping activities within the province of Alberta, but not including those areas under jurisdictions of local clubs

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(e.g. EIOC and FWOC). Try to include at least one EIOC rep and one FWOC rep on a mapping committee. **This position requires a Police Information Check.**

### **Past President (de facto member of the board)**

Chairs the nominating committee; Acts as an advisor to the President and Board; Carries out other duties assigned by the Board. **This position requires a Police Information Check.**

### **Member at Large**

No specific role – takes on tasks as needed.  
**This position requires a Police Information Check.**

### [AOA Event and Program Volunteers](#)

#### **Orienteering events:**

Generally, at orienteering events (Competitions, Wednesday night club events etc.) volunteers do not work with minors in a supervisory role. The parents/ guardians of the minors are responsible for supervising their own children.

**Youth programs:** At youth programs/camps/ youth training events that require participants to register, the volunteers **are in contact with minors in supervisory roles** meaning they are responsible for supervising the children's activities without the parent's/guardian's presence.

### **Volunteer Coaches**

Coaches are responsible for planning, organising and delivering an appropriate range of sports activities and programs for individuals and groups. Typical responsibilities include: developing training programs, undertaking administrative tasks, and teaching relevant skills, tactics and techniques. Generally the head coach is responsible for identifying strengths and weaknesses, monitoring and enhancing performance by periodization and training plan design, ongoing encouragement, constructive feedback and competition support. Assistant coaches are responsible for supporting the head coach with program supervision, organization and delivery. **Coaches in leadership roles** need to obtain training through the [NCCP Coaching Certification](#) system. Time commitment and the role's details vary for the different programs.

**This position requires a Police Information Check, including a Vulnerable Sector Search.**

**Assistant coaches** who are not in leadership roles and are supervised by other coaches **must complete the Adult Volunteer Waiver or the Youth Volunteer Agreement.**

### **Event Officials**

All volunteers who are event officials have leadership roles. Event officials give instructions to and oversee the work of other volunteers and may be charged with ensuring the safety of event participants. They require adequate training and certification to meet the requirements of their role. Detailed Event Official's responsibilities and requirements are outlined in the [Officials Certifications System](#). Time commitment and the role's details can vary for each event. **Must complete the Adult Volunteer Waiver if working in a supervisory role with minors.**

### **Event and program volunteer - General support**

Anyone who aides in the organization and delivery of an event or program in any capacity that doesn't require any certification or previous training is considered to provide general volunteer support. These volunteer roles may be event or program specific and will be explained at the event or program location, or in advance, by a volunteer supervisor/event official/coach (Examples: registration desk, hospitality, timing, group training / youth activities supervision, course marshals, or sport specific roles such as control hanging and collecting.) Time commitment and the role's details can vary for each event. **Must complete the Adult Volunteer Waiver or the Youth Volunteer Agreement if working in a supervisory role with minors.**

### ***Parent Helpers- General support***

No orienteering experience necessary. You must be a parent of one of the kids in the group you are helping. Time commitment is the duration of the youth program from one to all sessions. Accompany your child's coaching group. With the help of brief instructions help the coach guide the kids through simple tasks and round up any stragglers and keep the group together. **Must complete the Adult Volunteer Waiver.**

### ***Sport specific- General support***

Below are some specific job roles which require sport specific knowledge. **These roles only require screening (or Adult Volunteer Waiver or Youth Volunteer Agreement) if they are associated with a youth program where no parental supervision is required for the participants who are minors.**

### ***Event Organiser***

Experience: A couple of years orienteering experience and qualified officials O100 or work with a mentor.

Time Commitment: Course planning needs to be completed in advance of the event as well as a few other tasks. Otherwise, need to be there for the event.

Summary: This is the chief. Plan the courses, bring the equipment, co-ordinate with the various helpers. Benefits: Course planning is a great way to improve your orienteering. You make the effort and get the credit.

### ***Control Hanging***

Experience: A good intermediate level orienteer

Time Commitment: About one hour before the event to be agreed with the head coach/event organiser.

Summary: Arrive early to help the head coach and/or organiser put out all the controls before the event starts. You must be able to place controls accurately.

Benefits: A perfect opportunity to practise detailed map reading

### ***Control Pickup***

Experience: A beginner orienteer – should have been on an orienteering course a few times and be familiar with an orienteering map (need to be able to find controls, but not necessarily the advanced ones)

Time Commitment: Approximately 30 minutes from the end of the event

Summary: Go out to pick up some of the controls as directed by the event organiser/head coach. Can be easier or more difficult controls as the task is typically done by 2-4 people.

Benefits: This is an excellent way to get more orienteering practice or simply enjoy the park at a more leisurely pace. Can also go as a group or family.

### ***Registration Chief***

Experience: Should have worked on the registration desk a couple of times as an assistant

Time Commitment: About one hour or as agreed with the event organiser

Summary: Be in charge of the registration desk and help the registration assistants learn the ropes. Possibly arrive a bit earlier to set up the desk, if needed (pre-arrange with the organiser). Stay to the end of the event to ensure there are no lost orienteers. You may arrange to go on a course once most people have registered if the organiser can manage the desk while you are out.

Benefits: A great way to meet other club members. The registration table is the main point of contact for newcomers and oldcomers alike. You will also get to know the people you are working with – it is a team role.

### ***Registration Assistant***

Experience: None

Time commitment: You will need to arrive ready to help half an hour before the event

Summary: Help run the registration desk under the supervision of the 'registration chief'. You will be greeting participants, taking money, ensuring the appropriate forms are filled correctly.

Benefits: Get to know other club members old and new. No orienteering experience necessary. Get a friend to sign up with you, and you can work together. This is a team task.

### ***Timing Assistant***

Experience: No orienteering experience necessary. You should be comfortable working with computers and with excited/tired participants. Specific instructions will be available on the night or shadow someone else the week before to see how it is done.

Time commitment: Be prepared to work at least for 1-2 hours. If you are happy to forego running a course helping for longer would be much appreciated

Summary: Help participants download their SI sticks to the splits printer and computer for results. Ensure that the download had been successful. Be prepared to listen to participants who often have much to say after their run. You are often the first point of contact; however, it is not your job to deal with any issues they may have had finding controls etc. direct them to a coach, parent, or organiser if they need to discuss anything in detail.

### Police Information Check (PIC) and where to obtain it

**AOA accepts previous Police Information Checks no older than 12 months.**

If a volunteer is required to apply for a Police Information Check and needs a **volunteer application support letter** it can be obtained from the AOA office. [email: info@orienteeringalberta.ca](mailto:info@orienteeringalberta.ca)

Police Information Checks can be obtained from your local Police Department or RCMP or, for your convenience, you can try to use the online services provided by Sterling Solutions partnership with the Coaching Association of Canada. Follow the link for the on-line process [https://www.sterlingtalentsolutions.ca/landing-pages/c/cac\\_ace/](https://www.sterlingtalentsolutions.ca/landing-pages/c/cac_ace/)

#### Locations to obtain PIC

Calgary: 2019 cost: Volunteer - \$15

<http://www.calgary.ca/cps/Pages/Public-services/Police-information-checks.aspx>

Edmonton: 2019 cost: Volunteer - \$15

<http://www.edmontonpolice.ca/CommunityPolicing/OperationalServices/PoliceInformationCheck>

Cochrane: 2019 cost: Volunteer - \$10

<https://www.cochrane.ca/842/Criminal-Record-Checks>

Airdrie: 2019 cost: Volunteer - \$15

<https://www.airdrie.ca/index.cfm?serviceID=8422>

### Police Information Check fee reimbursement for volunteers

Volunteers whose position requires a PIC will have the fee reimbursed by AOA.

Contact the AOA Executive Director ([info@orienteeringalberta.ca](mailto:info@orienteeringalberta.ca)) to receive approval prior to applying for the PIC.

### Volunteer Supervision and Evaluation

Volunteers may be supervised and if so, are expected to follow instructions. Program participants or supervisors may evaluate volunteers during the program or as a follow-up activity.

### Volunteer Management Success Criteria

Volunteer management will be built on the values and best practices, as per the Canadian Code for Volunteer Involvement. The CCVI lists the following standards for volunteer involvement:

- Volunteers have rights. AOA recognize that volunteers are a vital human resource and will commit to the appropriate infrastructure to support volunteers.
- The organization's practices ensure effective volunteer involvement.
- The organization commits to providing a safe and supportive environment for volunteers.
- Volunteers have responsibilities. Volunteers make a commitment and are accountable to the organization.
- Volunteers will act with respect for beneficiaries and community and act responsibly and with integrity.

The success of volunteer management is reliant on the successful integration of these values and should be evaluated and enhanced on an ongoing basis.

### Volunteer Insurance

Insurance for AOA volunteers is provided through the Orienteering Canada insurance policy. More info about insurance:

<http://www.orienteering.ca/wordpress/wp-content/uploads/Insurance-Writeup-for-Website-2017.pdf>

### Note

This Volunteer Program Policy was developed in February 2019 and will be implemented moving forward in the 2019/20 season.

# Volunteer Management Processes

**AOA will utilize the 10 Steps to the Screening process to implement the volunteer policies as described below.**

1. **Determine policies & risks**
  - Policies are being updated in 2019 and have identified the potential risks to participants/organization.
2. **Write clear volunteer position/role descriptions**
  - Set guidelines and behavioural standards for volunteer positions and clarify roles and responsibilities.
  - Using the [VOLUNTEER POSITION DESCRIPTION - TEMPLATE](#) - provided by Volunteer Alberta - create specific role descriptions for each volunteer position.
3. **Establish a formal recruitment process**
  - Recognizing that due to the small size of the orienteering community most of the volunteers will be recruited informally. For leadership roles before or after recruitment it's necessary to guide them through a formal screening process.
  - Best to commit to a thorough recruitment process and make this commitment clear to potential volunteers by informing them up front.
4. **Use an application form**
  - Suggest we use a standardized application form for the leadership role volunteer positions that collects basic information to process the application.

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- Limit the collection of information to what is necessary and ask for permission to call references and seek permission for Police Information Check, with Vulnerable Sector Search if necessary for the role.
  - Respect Human Rights legislation.
  - Application Template: see [AOA volunteer website](#).
5. **Conduct interviews – get to know the volunteer**
- Communicate your organization’s expectations and assess the suitability of the candidate for the role. Ask about past employment and volunteer positions. Remember to use your intuition.
  - Example interview questions – [Volunteer Alberta Handbook page 27](#).
6. **Follow-up with references**
- Always do more than one reference check. Be sure to explain the position/role, the potential vulnerability of participants, and ask for open comments.
  - Example reference check questions – [Volunteer Alberta Handbook page 28](#).
7. **When necessary, request the appropriate Police Information Check**
- If you have determined a Police Information Check is necessary for a volunteer role, contact your local police service to clarify which type of check you need. Be sure to include the volunteer role description for the benefit of the police service, your organization, and the volunteer during this process.
  - To determine if Police Information Check is necessary follow the [Screening Template](#).
8. **Conduct orientation & training sessions**
- Ensure that the candidate is aware of organizational structures and policies, and assess their approach, work style, and skills. At this point, you may still decide if they are the right person for the volunteer role or not.
9. **Supervise & evaluate**
- For volunteers in leadership roles using the position description as a reference point, evaluate the volunteer at least once a year if possible. Evaluation can be as simple as following up about their season involvement and make sure they are comfortable with their role and check in to see if they need any kind of support.
10. **Participant/recipient follow-up & feedback**
- Listen to feedback about the service provided by the volunteers. If applicable arrange for participants to fill in a feedback form regarding services offered, organization and volunteer program delivery.

### References:

Volunteer Alberta: [Volunteer screening program-Policies and procedures workbook](#)

[http://volunteeralberta.ab.ca/programs\\_services\\_resources/people/volunteer-screening/10-steps-to-screening/](http://volunteeralberta.ab.ca/programs_services_resources/people/volunteer-screening/10-steps-to-screening/)

Volunteer Canada: [The Screening handbook](#)

**Appendix A: ALBERTA ORIENTEERING ASSOCIATION ADULT VOLUNTEER WAIVER  
(for roles supervising minors)**

**WARNING!**

**By signing this document, you will waive certain legal rights, including the right to sue. Read carefully.**

**Orienteering Program/Event & Date** \_\_\_\_\_

This is a binding legal agreement. As a Volunteer in the above Orienteering Program/Event, I acknowledge and agree to the following terms:

1. **Disclaimer:** The Alberta Orienteering Association (AOA), its affiliated clubs, their respective directors, officers, committee members, members, employees, coaches, volunteers, officials, participants, agents, owners/operators of facilities, representatives, and any other person or organization participating in, or connected with, the Orienteering Program/Event (hereinafter collectively referred to as the “**RELEASEES**”) **are not responsible** for any injury, personal injury, damage, property damage, expense, loss of income or loss of any kind that I might suffer during, or as a result of, the activity, caused in any manner whatsoever including, but not limited to, the negligence of the **Releasees**.

**Description of Risks**

2. I acknowledge and fully understand that Orienteering is an activity, which includes, but is not limited to, travel by foot or other means in remote areas that may contain harsh terrain, aggressive wildlife and exposure to variable weather conditions.
3. I acknowledge that injuries sustained can be severe, even deadly, and can result in reduced mobility or loss of any kind.
4. I am aware that my risk of injury is reduced if I follow all rules established for participation, including the [Safety Rules and Recommendations](#) (see AOA’s Volunteer webpage: <https://www.orienteeingalberta.ca/volunteers.html> )

**Description of Volunteer Responsibilities**

5. **I will never be alone with a minor, unless** my volunteer position requires me to have completed a Police Information Check, including a Vulnerable Sector Search.
6. **I understand that my acceptance as a volunteer is with a clear criminal record** and I will notify the AOA if my status changes.
7. I will follow [AOA’s Volunteer policies](#) including all relevant procedures and all instructions given to me. (See AOA’s Volunteer webpage: <https://www.orienteeingalberta.ca/volunteers.html> )
8. I understand my position description and will execute my duties to the best of my abilities.
9. I acknowledge and fully understand that there may be periods of time during the Orienteering Event when I will be alone in the terrain and that I am ultimately responsible for my own safety.

**Release of Liability**

In consideration of the **Releasees** allowing me to volunteer, I agree:

10. To freely accept and fully assume all risks arising out of, associated with or related to my volunteering.
11. To be solely responsible for any injury, loss or damage that I might sustain while volunteering.
12. **To forever release, waive and discharge the Releasees** from liability for any and all claims, demands, actions, damages and costs that might arise out of my volunteering, even though such risks, injuries, loss, death, damage, claims, demands, actions or costs may have been caused by the negligence of the **Releasees**.

**Acknowledgement and Consent**

13. I acknowledge that I have read and understood this Waiver and Release of Liability Agreement prior to signing it, that I have executed this Agreement voluntarily, and that this Agreement is to be binding upon myself, my heirs, executors, administrators and representatives.
14. I acknowledge that my personal information (name, age, email and address - summary information only) may be given to the AOA and Orienteering Canada for use in their secure database for the sole purpose of keeping track of participation at provincial and national levels. This information will **not** be given to any other organization.
15. I consent to the non-commercial use of photographs, videos and recordings taken during the activity.
16. I acknowledge that by signing this Agreement, I agree to be bound by all that is contained in this Legal Agreement, even if I have not read the Agreement.

Volunteer’s Name: \_\_\_\_\_ Date: \_\_\_\_\_

Volunteer’s Signature: \_\_\_\_\_ Volunteer Role: \_\_\_\_\_

**Appendix B: ALBERTA ORIENTEERING ASSOCIATION  
YOUTH VOLUNTEER AGREEMENT**

(For Those Under 18 Years Old, as of date of volunteering)

**By signing this document, you will waive certain legal rights, PLEASE READ CAREFULLY.**

**IN CONSIDERATION** of allowing my minor child/ward to volunteer in the programs, activities and events of the Alberta Orienteering Association, including all of its affiliated Orienteering Clubs, **I ASSURE TO YOU THAT:**

1. I am the parent/guardian of the participant having full legal responsibility for decisions regarding the participant.
2. I believe that my minor child/ward is physically, emotionally and mentally able to participate in the programs, activities and events of the Alberta Orienteering Association (AOA) and/or its affiliated Clubs (hereinafter referred to as **the Association**) as a youth volunteer.
3. I hereby acknowledge that I am aware of the risks and hazards associated with or related to the orienteering programs, activities and events of **the Association**, which include without limitation, orienteering competitions, training sessions, camps, clinics of all kinds (hereinafter called **the Activities**).
4. I fully understand that orienteering is an activity where my minor child/ward will travel by foot or other means in areas that may contain harsh terrain, aggressive wildlife and exposure to variable weather conditions.
5. **Furthermore, I am aware that:**
  - a. Injuries sustained to my minor child/ward can be severe, even deadly, and result in reduced mobility and losses of any kind;
  - b. My minor child/ward may experience anxiety while challenging himself/herself during **the Activities**;
  - c. My minor child/ward's risk of injury is reduced if he/she follows all rules established for participation as described in the **Safety Rules and Recommendations** (see AOA's Volunteer webpage: <https://www.orienteeringalberta.ca/volunteers.html>).
  - d. My minor child/ward's risk of injury increases as he/she becomes fatigued.

**I UNDERSTAND AND AGREE**, on behalf of myself, my heirs, assigns, personal representatives and next of kin that my signing of this document constitutes that:

6. **I forever release, waive and discharge the Association and any other person or organization participating in, or connected with, the Activities** from responsibility and liability for any and all claims, demands, actions, damages and costs which might arise out of my minor child/ward's participation. I understand **the Association** to mean: the Alberta Orienteering Association (AOA) and its affiliated Clubs, including their respective directors, officers, committee members, members, employees, coaches, volunteers, officials, participants, agents, owners/operators of facilities and representatives.
7. I am allowing my minor child/ward willingly and my minor child/ward is participating voluntarily as a youth volunteer in **the Activities**.
8. I agree that there are risks as described above and my minor child/ward will be exposed to these risks and hazards.
9. I agree to **accept all these risks and hazards** and be responsible for any injury or other loss which my minor child/ward might receive while participating in **the Activities**.

**PARENT/GUARDIAN ACKNOWLEDGEMENT AND CONSENT**

10. I acknowledge that the personal information of name, age, email and address (summary information only) may be given to AOA and Orienteering Canada for use in their secure database for the sole purpose of keeping track of participation at the provincial and national levels. This information will **not** be given to any other organization.
11. I consent to the non-commercial use of photographs, videos and recordings taken during **the Activities**.
12. By printing and signing my name as parent/guardian below, I agree that I am the parent or legal guardian of the youth volunteer named below and I agree to be bound by this Legal Agreement even if I have not read the Agreement.

**Orienteering Event/Program:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Youth Volunteer Name\*:** \_\_\_\_\_ **Youth Volunteer age:** \_\_\_\_\_

**Parent/Guardian Name:** \_\_\_\_\_ **Parent/Guardian Signature:** \_\_\_\_\_

**\*Youth to complete the YOUTH VOLUNTEER AGREEMENT on the next page.**

**ALBERTA ORIENTEERING ASSOCIATION  
YOUTH VOLUNTEER AGREEMENT  
(For Those Under 18 Years Old as of date of volunteering)**

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**YOUTH VOLUNTEER ACKNOWLEDGEMENT:**

I, \_\_\_\_\_ (youth volunteer name) **will never be alone with a minor unless** my volunteer position requires me to have completed a Police Information Check, including a Vulnerable Sector Search.

I understand that my acceptance as a volunteer with AOA is with a clear criminal record and I will notify the AOA if my status changes.

I have read the **Safety Rules and Recommendations**, [available on the AOA website](#). I understand these guidelines and agree to be bound by them. I understand these guidelines are generic and cannot be expected to cover all situations.

I understand my position description and will execute my duties to the best of my abilities.

**I will follow all instructions given to me so that my risk of injury is reduced.**

**Youth Volunteer Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Appendix C**

**Alberta Orienteering Association Volunteer Application form**

Application Date: \_\_\_\_\_  
Volunteer Position Sought: \_\_\_\_\_  
Name: \_\_\_\_\_ Age: \_\_\_\_\_  
Home Address: \_\_\_\_\_  
Phone: \_\_\_\_\_

**EDUCATION**

Highest Level of Education, if applicable: \_\_\_\_\_

**EMPLOYMENT**

Current or previous employer, if applicable:  
Position/Title: \_\_\_\_\_  
Dates of Employment (starting, ending): \_\_\_\_\_  
Company/Employer: \_\_\_\_\_  
Address/contact: \_\_\_\_\_

**SKILLS & EXPERIENCE**

Special training, skills, hobbies, certifications: \_\_\_\_\_  
Groups, clubs, organizational memberships: \_\_\_\_\_  
Please describe your previous volunteer experience (include organization names, services):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**REFERENCES**

Please list two people who know you well and can attest to your character, skills, and dependability. No family members please. Suitable references include your current or last employer or someone who knows you through a volunteer position, school etc.

Name	Relationship/ Organization	Length of relationship	Phone number or email

## Volunteer Program Policy – Alberta Orienteering Association (AOA)

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*(2<sup>nd</sup> page volunteer application form)*

### **POLICE INFORMATION CHECK**

If your volunteer role has direct contact with children in a supervisory role, you will be required to complete Police Information Checks.

*Police Information Checks (PIC) are more than a Canadian Criminal Record Check. Information is searched from three databases, and the results will be provided on a Police Service/RCMP certificate letter. Disclosure will include Canada-wide Criminal Record History, Vulnerable Sector Search (if required) and Police History; this includes Local Police Information and Alberta Provincial court records.*

Have you ever been convicted of a crime? [If yes, please explain the nature of the crime and the date of the conviction and disposition.] Conviction of a crime is not an automatic disqualification for volunteer work.

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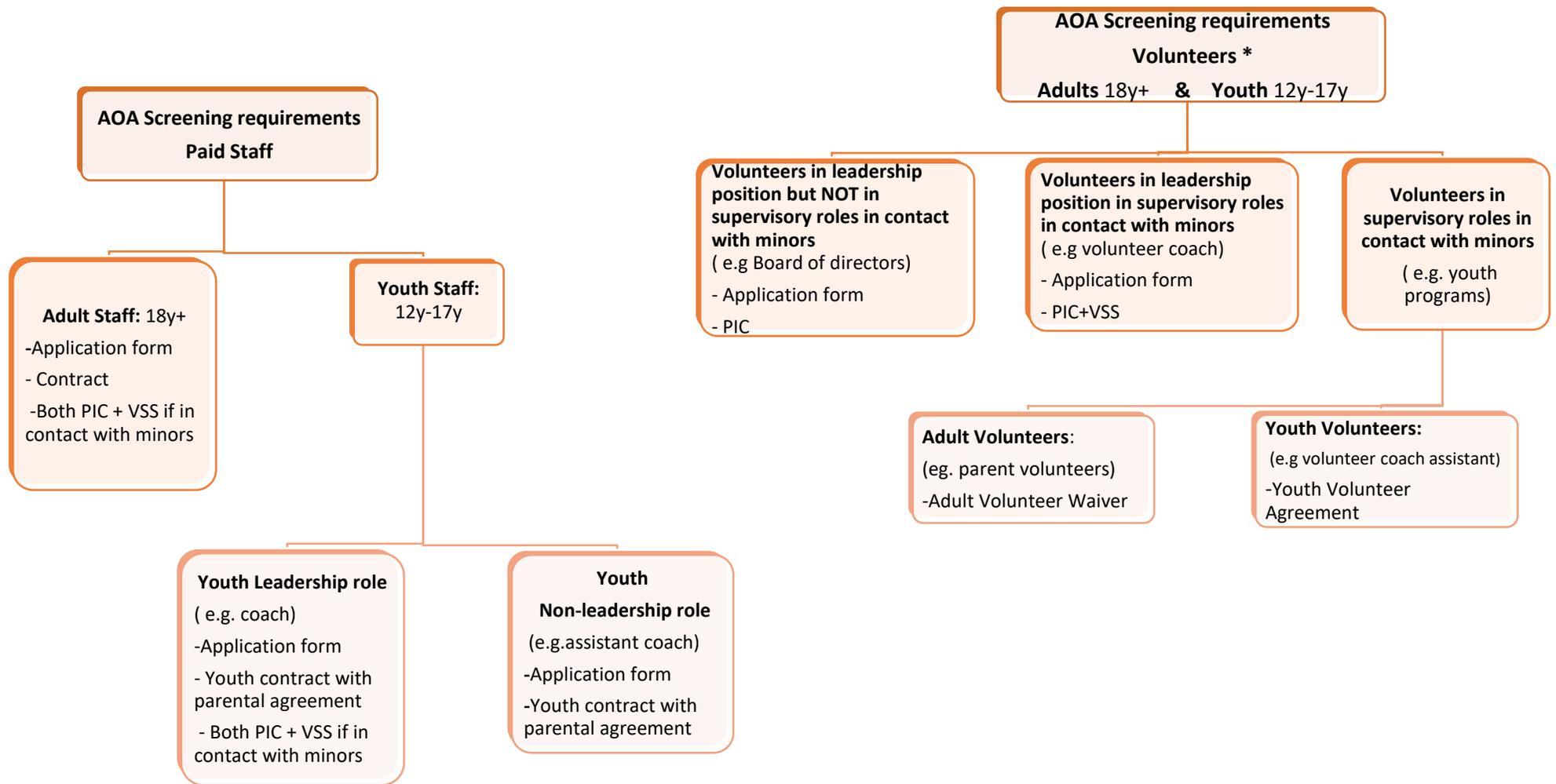
Are you able to either provide a Police Information Check result which is not older than 12 months, or apply for a Police Information Check and disclose the result to the AOA Executive Director?  
(If not explain why).

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### ***Please read the following carefully before signing this application:***

I understand that this is an application for and not a commitment or promise of volunteer opportunity. I certify that I have and will provide information throughout the selection process, including on this application form and in interviews with Alberta Orienteering Association (AOA), that is correct and complete to the best of my knowledge. I understand the AOA is collecting, using and storing my personal information to establish and manage a volunteer relationship and that this information is protected by the AOA privacy policy. I understand that information contained on my application will be verified by AOA.

Signature of the applicant: \_\_\_\_\_ Date: \_\_\_\_\_



#### Appendix D: AOA Screening Requirements Chart

\* If you are a volunteer (either adult or youth) who is NOT in a leadership role, NOR in a supervisory role in contact with minors, then you have NO screening requirements.

**PIC:** Police Information Check

**VSS:** Vulnerable Sector Search

**Supervisory role in contact with minors:** in registered youth programs/camps/ youth training events, the volunteers can work with minors in supervisory roles, meaning they are responsible for monitoring/supervising the children's activities without the parent's/guardian's presence.

**Leadership roles:** volunteers who are in a position of trust. Position of trust is a legal term that refers to a position of authority over another person or within an organisation. Decision makers -Board members; Managers who supervise other volunteers or staff; Head coaches and coaches who are responsible supervising minors and other coaches.

**Application Form:** must contain previous work/volunteer experience and two non-family member reference checks.

**Youth contract and youth volunteer agreement:** must be signed by both the applicant (youth) and the parent/guardian.