

## **Boys & Girls Club of Northwest San Diego**

### **VOLUNTEER CODE OF CONDUCT**

*The following codes of conduct are intended to assist volunteers in making decisions about interactions with youth and during special events. For clarification of any guideline or to inquire about behaviors not addressed here, contact your Program Supervisor or Volunteer Coordinator.*

#### **I. General**

- Encourage and enforce proper personal boundaries between persons at the Club.
- Be mindful of the personal boundaries between all persons.
- Treat members as your responsibility, but not as your children, peers or siblings.
- Do not display favoritism or intimacy with any member.
- Do not use inappropriate materials, language, gestures or touching.
- Do not engage in one-on-one situations with members.
- Do not participate in off-site fraternization with members.
- Youth will be treated with respect at all times.
- Youth will be treated fairly regardless of race, gender, age, or religion.
- Volunteers will not use or be under the influence of alcohol or illicit drugs in the presence of youth.

#### **II. Technology and Other Media**

The following are not allowed:

- Any material that is sexually explicit, provocative, inappropriate, unwholesome or unprofessional on any computer or personal digital assistant (PDA) in the Clubhouse or any computer or PDA owned by the organization.
- Communications to other volunteers or members that is unprofessional, inappropriate or unwholesome.
- Communications with members by email and instant message.
- Communications with members by text message.
- Sharing home or personal email, instant message or social media addresses with members.
- Communication with members through social media platforms except via the Club's social media pages.
- Sharing any magazines, literature, photos, videos or music with members that would be considered inappropriate or "adult" in nature. Such materials shall not be present on Club premises.
- Volunteers will not engage in inappropriate electronic communication with youth.

#### **III. Physical Contact**

- Utilize verbal expressions of approval and encouragement in lieu of physical contact, whenever possible.

- It is advisable for volunteers to express themselves to members via physical contact through handshakes or “high-fives.”
- A hug, side hug, pat on the back or placing arms around the shoulders of a member should only be done in public or plain view of others.
- Do not let members hang on you or sit in your lap.
- Do not touch members through a pat on the buttocks, backrub, massage or other similar touching.
- Volunteers will avoid affection with youth that cannot be observed by others.
- Physical contact between volunteers and members during athletic activities must be Club-supervised.
- Volunteers are prohibited from working one-on-one with youth in a private setting. Volunteers will use common areas when working with individual youth.
- Volunteers shall not abuse youth in any way; including physical abuse, verbal abuse, sexual abuse, mental abuse and neglect.

#### **IV. Verbal Communication**

The following are not allowed:

- Using language of a sexual, vulgar or provocative nature.
- Speaking in a teasing, insulting, critical or sarcastic tone.
- Sharing personal information with members, such as one’s love life, sex life, romances, or in any way involve youth in their personal problems or issues, and other inappropriate information.
- Sharing your personal phone number with a member.
- Communications with members by telephone/cell phone for social or any other purposes except for Club matters.
- Volunteers will not date or become romantically involved with youth.
- Volunteers will not stare or comment on the youth’s bodies.

#### **V. Off-Site Contact**

The following are prohibited as a volunteer of Boys & Girls Clubs of Northwest San Diego:

- Socializing with members off site and having outside contact with youth.
- Performing any service for the family of a Club member.
- Sharing any activity that is not Club-sponsored with the family of a Club member.
- Entertaining members in your own home.
- Entering the home of a member.

#### **VIII. Secrets and Confidentiality**

- If a member asks a volunteer not to reveal a secret, the volunteer should advise the member that in some instances they may be required to reveal the secret, especially if the secret carries potential harm to themselves or others. In such cases the volunteer



must reveal it to the Program Supervisor, Volunteer Coordinator and or the proper authorities.

### **IX. Accusations of Impropriety**

- Record keeping is a necessary means of protecting all volunteers and members. If you are accused of impropriety or are a witness to an incident that is the basis of such an accusation, write down all details (date, time, who was present, who said what, who did what) before the memory fades.
- In the course of an investigation into accusations of impropriety, you must never withhold information or provide false or misleading information out of loyalty to a friend, volunteer or staff member.
- As a volunteer, your first obligation is to the emotional, physical and mental well-being of the members who are entrusted to your care.

Our Club provides the highest quality service available to our youth. Our commitment is to create an environment for youth that is safe, nurturing, empowering, and which promotes growth and success for the youth who participate in our Club. Any type of abuse will not be tolerated and will result in immediate dismissal from the Club. Our Club will fully cooperate with authorities if allegations of abuse are made and investigated. Volunteers will report concerns or complaints about Club staff, other volunteers, other adults, or youth to the Program Supervisor, or Volunteer Coordinator. The Code of Conduct outlines specific expectations of volunteers as we strive to accomplish our mission together.

### **Additional Code of Conduct For Athletics Programs Bulldogs & Big 8 (Volunteer Parents and Coaches)**

By participating on an athletic team or attending an athletic event, athletes, coaches, and fans (including family members & friends) agree to abide by the following Code of Conduct. Violation of the Code of Conduct may result in suspension and/or expulsion from current and/or future athletic practices, games/matches, and teams. Additionally, any awards may be withheld and the athletic fee will be retained by the Club.

As an athlete, coach, or fan, I agree to:

- Be courteous & respectful at all times (with Club staff, coaches, opponents, game officials, and fans.)
- Exercise self-control.
- Be familiar with all rules of the contest.
- Refrain from the use of foul and abusive language.
- Respect the integrity and judgment of officials.
- Refrain from use of illegal and nonprescription drugs, steroids, or any substance that is not approved by the United States FDA, Surgeon General of the United States or the American Medical Examination.
- Do my best at all times with the understanding that playing time is not guaranteed.
- Win with character, lose with dignity.



### **Acknowledgment of Code of Conduct**

I have read and agree to comply with Boys & Girls Clubs of Northwest San Diego's Code of Conduct as a condition of my volunteer service.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Volunteer Signature

\_\_\_\_\_  
Signature of Parent if under 18

\_\_\_\_\_  
Date

\_\_\_\_\_  
Volunteer Coordinator Signature

\_\_\_\_\_  
Date