

TRR Staff/Volunteer Guidelines

Team River Runner (TRR) is committed to providing an environment in its programs that is free from harassment. Harassment based upon an individual's sex, race, ethnicity, national origin, age, religion, or any other legally protected characteristic will not be tolerated. All members of TRR, including participants, volunteers, supervisors, and other management personnel, are expected, and required to abide by this policy. No person will be adversely affected in its relationship with TRR as a result of bringing complaints of unlawful harassment.

Sexual harassment is behavior of a sexual nature that is unwelcome and offensive to the person or persons at whom it is targeted. Examples of harassing behavior may include unwanted physical contact, foul language of an offensive sexual nature, sexual propositions, sexual jokes or remarks, obscene gestures, and displays of pornographic or sexually explicit pictures, drawings, or caricatures. Particular attention to helping individuals into and out of paddle craft needs to be taken so all participants are feel comfortable and respected.

If a volunteer or participant feels that he or she has been harassed in any manner described above, they should immediately report the matter to the Chapter Coordinator. If that person is not available, or if the individual feels it would be unproductive to inform the Chapter Coordinator, or if the person reporting a situation is a staff member, the individual should immediately contact the Program Director-Dave Robey. Once the matter has been reported it will be promptly investigated and any necessary corrective action will be taken. All complaints of unlawful harassment will be handled in as discreet and confidential a manner as is possible under the circumstances.

Team River Runner Non-Discrimination Policy

Discrimination undermines Team River Runner's long-standing efforts to create, foster, and promote equity, inclusion, and acceptance for all. Team River Runner does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, political affiliations, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, participants, volunteers, subcontractors, vendors, and clients.

Team River Runner Employment Policy

Team River Runner is an equal opportunity employer. We will not discriminate and will take affirmative action measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the bases of race, color, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity or gender expression.

1. Staff/Volunteers must follow directions of the Trip/Event Leader. When there are two instructors one should be the designated lead,
2. Staff/Volunteers must be in good health so if they think they're getting sick, any type of infection or open wound, they should skip the next session.
3. Non-paddlers are welcome to assist with trip administration, photo/videography, gear wrangling, and hospitality.
4. On - water Staff/Volunteer
 - Must possess the paddling skills required for the class of whitewater to be paddled.
 - Be familiar with the river or have the skills necessary to self-guide and guide others on that river.
 - Should bring gear to sessions ready to use for instruction, demo or rescue purposes.
 - Should bring and wear their own boating gear
 - Should have or be willing to grow their skills:
 - o Teaching the roll and other on-water skills
 - o First Aid and CPR
 - o TBI, PTSD, and suicide prevention training
 - o ACA Certification
 - o Adaptive Certificate
4. Trip Leader
 - Has attended a minimum number of pool sessions and TRR volunteer training **.
 - Is ACA or BCE certified equal or above the level of the trip they are offering or possesses an equivalent level of experience.
6. New Staff/Volunteer should fill out and be familiar with standard forms on the TRR Reporting Site:
 - Staff/Volunteer/Paddler Information Sheet Form
 - VA/DOD New Volunteer Application
 - Other as required, such a VHA Privacy Policy Form

- We are not “TRR” while at a government event, so if the event is NOT a government event, the new Staff/Volunteer should also sign the TRR’s DS/USA and Media Release form.]

** Determined by the Program Coordinator

GEAR:

- 1) All Staff/Volunteer must bring and wear their own boating gear for trips
- 2) Staff/Volunteer with gear are asked to bring it to pool sessions so you can either instruct, demo or be a safety boater as needed.

PLEASE PRINT THE NEXT THREE PAGES AND HAVE EACH VOLUNTEER SIGN AND HAND IN THE SIGNATURE PAGE.

TEAM RIVER RUNNER STAFF/VOLUNTEER CONDUCT POLICY

We have access to recovering patients in a way that most people do not; this access is both an opportunity and a responsibility. We are viewed as peers and as leaders and as such must set a good example both on and off the river. We are also representing TRR as an organization; everything we do has the potential to reflect positively or negatively on TRR.

Participants will come and go. If someone came and dangled a foot in the pool and left with a smile, you have succeeded with them. We are just here to give the participants an opportunity to build emotional and physical strength, not to rate ourselves on how fast “our guy” learned to roll.

- 1) TRR does not conduct, condone or participate in any illegal activity. Any TRR Staff/Volunteer in violation of this rule will be asked to stop working with TRR immediately.
- 2) Always be clear about the physical and emotional condition of the paddler you are working with. Ask if there is anything their physical therapist does or does not want them to do (covers physical constraints). Ask them if they have TBI or PTSD, because we want to avoid any triggering situations (covers mental/emotional constraints).
- 3) It is a basic safety necessity to know what you’re dealing with in terms of mental and physical health in your paddlers before you place them on the water. These questions must be asked. Paddlers with impulse control and aggression issues need to be monitored closely for everybody’s well-being. Paddlers with physical constraints need to be kept from paddling situations that will injure them.
- 4) Vets may begin taking medication that does not mix well with alcohol. Our activities must support their recovery, not put it at risk. Please keep personal events or social activities within acceptable boundaries.
- 5) TRR doesn’t pay for alcohol. Personally providing alcohol to anyone under the age of 21 is illegal. See rule 1.
- 6) Be aware of your language and comments. Off-color or suggestive jokes can be misinterpreted. Vets often have a dark sense of humor, especially those who have returned recently from combat zones, or who have sustained permanent injuries and limb loss. Feel free to smile and laugh along with them, but don’t try to join in or ‘one-up’ them in their jokes. We are not part of their club and we should not try to be.
- 7) Keep your politics to yourself. TRR is there to kayak, not to discuss the war or the motives behind it. Be supportive and sensitive to the fact that the vets have sustained injuries in service to our country, no matter what you think about the war itself.

- 8) Disabled vets know their bodies very well. They will tell you if they need help. Simply say: "Let me know what I can do for you," and leave it at that.
- 9) Do not ask them how they were injured, or what brought them to this program. They will tell you if they want to. If they do, and all you can say is, "Thank you for telling me that," then leave it at that.
- 10) TRR encourages friendships between Staff/Volunteer and vets. We do not encourage dating between Staff/Volunteer and vets but we do not prohibit it. Please remember our participants are at a highly vulnerable point in their lives and our interactions with them will be influential. Forming close relationships puts both sides of that relationship at risk in unique ways. Be mindful and respectful of that potential.
- 11) Promote a safe and fun learning environment. Be aware that while "horseplay" between Staff/Volunteer and vets who already know each other is fun to those involved, but it can appear to be chaotic and upsetting to brand new vets who are attending our program for the first time.
- 12) TRR DOES NOT GIVE OUT FULL NAMES or any other information about TRR participants without written permission of the participant, for security, privacy and exploitation reasons.
- 13) Do not speak to the media on behalf of TRR without clearing it through your site secretary.
- 14) Do not ask for personal discounts from retailers because of your TRR affiliation.
- 15) You may deduct personal vehicle mileage to and from TRR events as a charitable deduction. "The standard mileage rate for the use of a car, van, pickup or panel truck is 14 cents per mile driven in service of charitable organizations (check www.irs.gov for any changes)."

I, _____, have read the Team River Runner Staff/Volunteer Conduct Policy dated January 2018 and agree to follow those guidelines as I perform my volunteer activities at any Team River Runner event or whenever I represent Team River Runner.

_____ (signature) ___/___/____ (date)