



VOLUNTEER TRAINING PACKET



WHO WE ARE

OUR MISSION

The Chris Canty Foundation is dedicated to enhancing the total development of youth in our communities. Our goal is to utilize the platform of sports to affect positive change in the lives of children through mentoring, educational programs, and physical activities thus promoting health and well-being. We seek to inspire our youth to be in service to our communities and our communities to be in service to our youth by providing support to these initiatives.

WHO WE HELP

The Chris Canty Foundation is about giving back. Through your donations we are able to provide and support programs for youth of all ages and backgrounds. As a philanthropic organization, we identify organizations within communities of need that are in line with our mission and where we believe we can collectively make an impact. We rely on research and grass roots efforts with partners to develop solutions that will meet the short term and long term needs of youth in our communities.

HOW WE HELP

The Chris Canty Foundation works to enhance the total development of youth by working with families and neighborhood programs synergistically to provide avenues for children to develop their talents and gifts. We believe that creating an environment in which each child receives personal attention and support fosters a sense of value and self-confidence. It is our hope that by establishing high expectations for children, they will aspire to become true champions in life.



Name: _____ Age: _____

ADDRESS:

City: _____ State: _____ Zip: _____

Phone #: _____ School: _____

Email: _____

Emergency Contact:

Name: _____

Relation: _____ Phone #(s): _____

MANDATORY WAIVER, RELEASE AND INDEMNITY AGREEMENT

For and in consideration of the Chris Canty Foundation as well as the Chris Canty Foundation and any department, organization or group affiliated therewith (collectively, “CCCOC” and “CCF”) permitting Participant to enroll in and participate in the Chris Canty Camp of Champions (the “Activity”), the individual, parent or legal guardian of the participant named above (“Participant”), by confirming this subscription below, hereby voluntarily indemnifies, releases from liability and holds harmless CCCOC and CCF for any accident, injury, illness, death, loss, damage to person or property, or other consequences suffered by Participant or any other person arising or resulting directly or indirectly from Participant’s participation in the Activity. In the event that Participant is injured, the undersigned agrees to assume any financial obligation, either through Participant’s personal health insurance, or through some other means, for any medical costs which Participant incurs. CCCOC and CCF assumes no responsibility for any medical expenses, injury, or damage suffered by Participant in connection with the use of any facilities or services in connection with the Activity. Participant further agrees to conform to all rules and regulations adopted by CCCOC and CCF relating to the Activity. IT IS THE INTENTION OF THE PARENT OR LEGAL GUARDAIN OF PARTICIPANT, BY SIGNING BELOW TO EXPRESSLY ASSUME ALL RISK OF PERSONAL INJURY, DEATH, OR PROPERTY DAMAGE UPON HIM/HERSELF, TO THE EXCLUSION OF CCCOC AND CCF, AND TO EXEMPT AND RELIEVE CCCOC AND CCF FROM LIABILITY FOR PERSONAL INJURY, PROPERTY DAMAGE OR WRONGFUL DEATH. The undersigned further agrees that Participant, his/her spouse, parents, assignees, heirs, guardians, and legal representatives will not make any claim against, sue or attach the property of CCCOC and CCF for any loss or damage resulting from Participant’s participation in the Activity.

THE UNDERSIGNED IS AWARE OF THE POTENTIAL DANGERS INCIDENTAL TO PARTICIPANT’S ENGAGEMENT IN THE ACTIVITY, AND UNDERSTANDS THAT THIS IS A RELEASE OF LIABILITY, AND A WAIVER OF THE PARTICIPANT’S, PARENT’S AND LEGAL GUARDIAN’S LEGAL RIGHT TO COLLECT DAMAGES IN THE EVENT OF INJURY, DEATH OR PROPERTY DAMAGE. THIS IS A CONTRACT BETWEEN THE UNDERSIGNED, CCCOC, AND CCF AND THE UNDERSIGNED SIGNS IT OF HIS/HER OWN FREE WILL.

Signature/Guardian: _____

Date: _____



Sexual Abuse Policy

I) Introduction

The Chris Canty Foundation (CCF) strives to create a safe environment for youth, employees, and volunteers so that youth can grow, learn, and have fun while actively participating in sponsored events. Part of creating a safe environment is making sure that youth are not harmed in any way while participating in organization-sponsored activities. One risk in any organization working directly with youth is child sexual abuse.

It is vital that CCF create a culture where child sexual abuse is discussed, addressed, and prevented.

II) Components of Child Sexual Abuse Prevention

1) Screening and Selecting Volunteers

- CCF's goal is to select the best possible people for volunteer positions, and to screen out individuals who have sexually abused youth or are at risk to abuse. Screening through a background check provider for child sexual abuse prevention is currently integrated into the general screening and selection process for volunteers and staff.

2) Guidelines on Interactions Between Individuals

- To ensure the safety of youth in their interactions with volunteers and with each other guidelines on interactions between individuals should be determined. For example, activities that promote one-on-one activities between adults and youth may need different interaction guidelines than programs built around group activities.
- Find a balance between encouraging positive and appropriate interactions and discouraging inappropriate and harmful interactions. Adopt strategies with this balance in mind to ensure that youth benefit from your program without risk of sexual abuse or harm.
- Appropriate, positive interactions among youth and between volunteers and youth are essential in supporting positive youth development, making youth feel valued, and providing the caring connections that serve as protective factors for youth. Conversely, inappropriate or harmful interactions put youth at risk for adverse physical and emotional outcomes.
- Limit one-on-one interactions whenever possible by having at least two adults present at all times with youth.
- Examples of Appropriate/Inappropriate/Harmful Behavior
 - Verbal communication Appropriate:
 - Praise

- Positive reinforcement for good work/behavior

Inappropriate/harmful:

- Sexually provocative or degrading comments
- Risqué jokes

○ Physical behavior Appropriate:

- Pats on the back or shoulder

Inappropriate/harmful:

- Patting the buttocks
- Intimate/romantic/sexual contact
- Corporal punishment
- Showing pornography or involving youth in pornographic activities

Physical evidence of abuse

- Difficulty in walking
- Torn, stained or bloody underwear
- Pain or itching in genital area
- Bruising or bleeding of the external genitalia
- Sexually transmitted diseases

Behavioral signs of abuse

- Reluctance to be left alone with a particular person
- Wearing lots of clothing, especially in bed
- Fear of being touched
- Nightmares or fear of night
- Apprehension when sex is brought up

- CCF programs and other youth activities need to address interactions among youth in addition to monitoring interactions between volunteers and youth. Many strategies that focus on the interactions between employees/volunteers and youth can be tailored to address interactions among youth.

- Address all situations where unsupervised youth can sexually or physically abuse other youth. For example, if you have a policy that prevents adults from being present in locker rooms or shower areas because of the risk of child sexual abuse, this may result in a situation where unsupervised youth can sexually or physically abuse other youth. A potential solution is adopting a policy that requires more than one adult to be present in some manner at all times.
- Develop policies to deal with bullying and sexual abuse so that positive interactions can be promoted while acknowledging that some interactions are inappropriate or harmful.

3) Monitoring Behavior

- The goal of monitoring is to prevent, recognize, and respond to inappropriate and harmful behaviors and to reinforce appropriate behaviors. Monitoring involves observing interactions and reacting appropriately. This includes both volunteer – youth, and youth – youth interactions.
- Monitor inappropriate or harmful behaviors – refer to Section 2 above for examples of inappropriate or harmful behaviors. Understand the boundaries that have been established and identify when someone has crossed the line. Potential inappropriate behaviors include showing favoritism, giving gifts, and looking for time alone with youth.
- Monitor potential risk situations – Acknowledge that some situations pose more risk for inappropriate behavior than others. For example, interactions during an overnight trip are harder to monitor than interactions on a one-day field trip.
- Monitor appropriate behaviors – Acknowledge, praise, and encourage appropriate behaviors. Reward and reinforce positive interactions between volunteers and youth. For example, awards for team competition in an event such as the race for the cure.

4) Ensuring Safe Environments

- The goal for safe environments is to protect youth from situations in which they are at increased risk for sexual abuse. Environmental strategies will vary depending on the specific event. Strategies will be different for events with specific physical sites (e.g., 30-hour famine, second chance toys, other group instruction), events with multiple sites (e.g., community cleanups, thanksgiving feast), and events with leased or undefined space (e.g., Chris Canty Camp of Champions camp sites). The risk of the environment should be considered regardless of an events physical space, and strategies should be used to ensure youth and volunteers can be monitored.
- Critical strategies for ensuring a safe environment:
 - Visibility – Choosing activity areas or spaces that are open and visible to multiple people can create an environment where individuals at risk for sexually abusive behaviors do not feel comfortable abusing.
 - Privacy when toileting, showering, changing clothes – Policies and procedures should be developed for reducing risk that consider not just the risk of adult sexual abuse, but also the risk of inappropriate or harmful contact among youth.
 - Access control – Develop policies and procedures for admitting and releasing youth from activities so their whereabouts are always known. Have policies and procedures for monitoring which people outside of your group are allowed in and under what circumstances.

- Off-site activity guidelines – Decide and communicate when and where CCF volunteers are responsible for the youth being served. This is particularly important in a multi-organization setting such as camps and field trips. Develop policies for field trips and other off-site activities, such as how to handle off-site bathroom breaks and use of public transportation.

5) Responding to Inappropriate Behavior, Breaches in Policy, and Allegations and Suspicions of Child Sexual Abuse

- Respond quickly and appropriately to (1) inappropriate or harmful behavior, (2) infractions of child sexual abuse prevention policies, and (3) evidence or allegations of child sexual abuse. The ultimate aim of child sexual abuse prevention efforts is to prevent child sexual abuse from ever occurring, however, it needs to be communicated clearly what volunteers should do if policies are violated or if sexual abuse occurs.
- It is not the role of a volunteer to evaluate or investigate an allegation or suspicion. Let child protective services, law enforcement, and child advocacy centers investigate allegations or suspicions. Trying to do an investigation yourself can harm the youth or the legal investigative process.
- As discussed previously, it is often difficult to find the balance between being vigilant and protective of youth and being so hyper-vigilant that the positive parts of programs (e.g., relationships between adults and youth) are lost. In responding, the need for this balance involves recognizing the tension between over-reacting and under-reacting. By developing policies before any inappropriate behavior occurs, you can set reasonable expectations for responding.
 - For example, if a youth tells a sexually risqué joke, you may inform a volunteer leader or staff member; provide the youth with guidance, redirection, and instruction; and/or file an incident report. However, if any youth, volunteer or staff forces sexual contact with a youth, this violation should always be reported to the appropriate authorities.
- Tailor strategies and policies to each type of child sexual abuse. For example, identify to whom reports are made. In most states, child protective services is responsible for caretaker abuse, and law enforcement is responsible for abuse by all other individuals. Responsibility can vary by state, so consult experts such as those in your nearest child advocacy center, your state sexual violence coalition, or your local rape crisis center in order to incorporate state guidelines into your specific policies.
- Do not speak with anyone from the media, or release any names and incident associated information under any circumstances. Refer any questions to CCF Senior Staff.

6) Training about Child Sexual Abuse Prevention

- To provide volunteers with the information and skills to help them prevent and respond to child sexual abuse, this basic training should be reviewed and acknowledged by all volunteers participating in overnight activities.

- Volunteers should know that CCF youth programs exist in order to provide a healthy and safe environment where youth can thrive. The very things that we do may be protective against child sexual abuse. For example, close, caring, and connected relationships between youth and volunteers can be extremely beneficial for youth development and can help youth understand what healthy relationships are. This may protect youth from child sexual abuse. Because of the nature of the interconnections in these relationships, however, they can also put youth at risk of being sexually abused by volunteers or other youth.

General Policy and Guidelines

The Chis Canty Foundation prohibits and does not tolerate sexual abuse by volunteers or staff in any organization related activity.

Sexual abuse is inappropriate sexual contact of criminal nature or interaction for gratification between an adult and a youth, or between underage youth. Sexual abuse includes sexual molestation, sexual assault, sexual exploitation, or sexual injury. Any incidents of sexual abuse reasonably believed to have occurred will be reportable to appropriate law enforcement agencies and regulatory agencies.

If you are aware of or suspect sexual abuse taking place, you must immediately report it to a staff member, or the volunteer leader of the activity, who will then be required to report immediately to a member of CCF Senior Staff. In a case of imminent danger to the child, the staff member or volunteer leader should report the suspected abuse to the local or state Child Abuse Agency. If that information is not easily available, contact the Child Help's National Child Abuse Hotline, 1-800-422-4453. Appropriate family members should be notified of alleged instances of sexual abuse.

The Chris Canty Foundation prohibits retaliation made against any employee, volunteer or board member who reports a good faith complaint of sexual abuse or who participates in any related investigation. Making false accusations of sexual abuse in bad faith can have serious consequences for those who are wrongly accused. CCF prohibits making false and/or malicious sexual abuse allegations, as well as providing false information during an investigation. Anyone who violates this rule is subject to all actions available by law.

CCF will take all allegations of sexual abuse seriously and will promptly and thoroughly investigate whether sexual abuse has taken place. CCF will cooperate fully with any investigation conducted by law enforcement or other regulatory agencies. CCF will make every reasonable effort to keep the matters involved in the allegations as confidential as possible while still allowing for a prompt and thorough investigation.

Statement of Acknowledging Receipt and Understanding of Sexual Abuse Policy

I acknowledge that I have received and reviewed the sexual abuse policy and/or have had it explained to me. I understand that CCF will not tolerate any form of sexual abuse. I understand how to report incidents of sexual abuse as set forth in this policy, including retaliating against any volunteer or staff member exercising his or her rights under the policy.

Joseph Canty _____
Signature

Printed Name

Date: _____

Signature

Date: _____



“Sowing Seeds in Good Soil”

Volunteer Jobs & Descriptions

Camp Equipment Staff: Volunteers needed: 14 - Duties Include:

- Setup & Breakdown of Tents, Tables, and Chairs
- Ensure proper count of all camp equipment by piece
- Distribute camp equipment to assigned areas
- Setup Medical Staffing areas (2)
- Setup water stations (coordinate with lead medical staffing)
- Setup camp stations (coordinate with lead coaching staff)
- Distribute camp equipment to assigned areas
- Assist with cleanup of area each day
- Maintain water stations during camp hours

Time slot: Group 1 (7 people) **6:45AM – 9:30AM**, Group 2 (7 people) **9:30AM-12:30PM**

Sponsor Banner/Distribution and Collection Staff: Volunteers needed: 10 - Duties Include:

- Sort and organize all banners
- Place banner in proper location (coordinate with camp director)
- Collect banners organize all banners
- Distribute and collect car signs for VIP's and Special Guests (CCF Staff)
- Store all banners in designated area each day

Time slot: Group 1 (5 people) **6:45AM – 9:30AM**, Group 2 (5 people) **9:30AM-12:30PM**

Camper Information Center: Volunteers needed: 8 - Duties Include: Check in volunteers

- Provide volunteers with volunteer ID
- Distribute volunteer information packages
- Direct volunteers to assigned areas
- Answer any questions of camp participants and parents
- Remain on site following initial camp registration
- Assist with cleanup of area each day
- Setup of technology equipment in gymnasium (See Camp Director)

Time slot: 6:45AM – 12:30PM

Camper Transportation Staff: Volunteers needed: 20 total - Duties Include:

- Clear on transportation locations in proximity to camp site (i.e. bus stop, train station)
- Ensure all campers are safely escorted to and from public transportation sites
- Wait for all campers to safely depart each day
- (NYPD will be asked to assist in this process for safety purposes)
- Maintain field perimeter for parents and guests during camp hours.

Time slot: 7:00AM – 12:30PM

Camper Registration Staff: Volunteers needed: 12 - Duties Include:

- Check in campers
- Check proof of age and proper ID must be provided by the parent/legal guardian
- Collect camper applications
- Check proof of camper insurance (forms must be turned in at check-in)
- Check for camper allergies
- Explanation of medial policy and procedures
- Distribute parent/legal guardian information packages
- Distribute camper t-shirts water bottles
- Direct campers to assigned photo area
- Direct campers to assigned area based on age range
- Direct parents to assigned area
- Assist with cleanup of area each day

Time slot: Group 1 (12 needed) **7:00AM – 10:00AM**, Group 2 (6 needed) **10:00AM – 12:30PM Parking**

& Traffic Staff: Volunteers needed: 10 - Duties Include:

- Direct traffic flow of vehicles
- Direct parking locations
- Greet VIP and escort to and from car they are riding in (CCF Staff)

Time slot: Group 1 (10 needed) **7:00AM – 10:00AM**, Group 2 (5 needed) **10:00AM – 12:30PM Camp**

Store Staff: Volunteers needed: 5 - Duties Include:

- Direct traffic flow of campers for purchase of snacks and camp store items
- Make parents and attendees aware of items for sale (distributed on 6/28 in parent packet)

Time slot: 7:00AM – 12:30PM

VOLUNTEER LEAD PERSON:

Most of the areas mentioned above will have one “lead person.” This person will be in charge of the assigned area. They will oversee the volunteers to ensure the area works effectively. They will be the main contact person for the parade director and the other experienced parade organizers assigned.

VOLUNTEER MEETINGS:

A volunteer meeting time will be announced soon to explain the camp day activities and to make volunteer assignments.

FIRST DAY OF CAMP:

Volunteer reporting times will be based on assignments. All volunteers will be requested to report by 7:00 a.m. to the campsite to assist with the set-up unless otherwise stated above. Volunteers must sign in at the camper information center, receive their ID, equipment and proceed to their assigned areas. Following the camp, all volunteers must return all their equipment and ID's to the Camp Information Center and sign out.