

2.10 Volunteer Management Policy (Revised)

Purpose

The purpose of this policy is to establish clear and consistent standards for the recruitment, screening, orientation, support, and recognition of volunteers who contribute to Fencing-Escrime New Brunswick (FENB). Volunteers play a central role in the delivery of fencing programs across the province, and this policy ensures that their involvement is safe, equitable, and aligned with FENB's mission, values, and obligations under Safe Sport.

This policy also ensures alignment with provincial expectations, including the **NB Safe Sport Complaint Mechanism (NBSSCM)**, the **Universal Code of Conduct to Prevent and Address Maltreatment in Sport (UCCMS)**, and the principles of impartiality, fairness, respect, timeliness, and transparency promoted by Sport NB.

Scope

This policy applies to all individuals who volunteer with FENB, including but not limited to Board members, committee members, event officials, coaches, managers, and program assistants. It supports and complements:

- Human Resources Policy (Section 2.7)
 - Safe Sport, Conduct, and Athlete Protection Policy (Section 2.1)
 - Diversity, Equity, and Inclusion Policy (Section 2.3)
 - Dispute Resolution Policy (Section 2.18)
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Policy

1. Volunteer Recruitment and Selection

FENB is committed to equitable, barrier-free, and inclusive recruitment practices consistent with provincial recreation and sport standards.

- All volunteer opportunities will be openly communicated and clearly defined.
- Role descriptions will outline responsibilities, qualifications, expected behaviours, and time commitments.
- Recruitment will actively consider individuals from underrepresented groups, consistent with FENB's DEI commitments.

- Selections will be based on suitability, skills, values alignment, and the ability to contribute positively to the fencing community.
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2. Screening and Background Checks

To ensure a safe environment for athletes, staff, and volunteers, FENB employs screening practices consistent with Safe Sport and Sport NB guidelines.

- Screening requirements depend on the level of trust, authority, and contact with participants.
 - Screening tools may include:
 - interviews
 - reference checks
 - police criminal record checks
 - vulnerable sector checks (renewed every 3 years)
 - confirmation of Safe Sport training
 - The Executive Director or a designated officer will confidentially maintain all screening documentation.
 - Individuals who do not meet screening requirements may not volunteer in roles involving participants, finances, or authority.
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3. Orientation and Training

All volunteers will be provided with the information and training necessary to perform their duties confidently and safely.

- Orientation will cover FENB policies, Safe Sport expectations, communication standards, privacy requirements, and Rule of Two guidelines.
 - Volunteers must complete **recognized Safe Sport training** (e.g., CAC Safe Sport module).
 - Supervisors or senior volunteers will ensure that new volunteers receive appropriate mentorship and role-specific guidance.
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4. Conduct, Behaviour, and Accountability

Volunteers are expected to uphold the highest standards of professionalism, safety, and respect.

- Volunteers must follow the Code of Conduct, Safe Sport and Athlete Welfare Policy, Anti-Harassment Policy, and DEI Policy.
 - Volunteers must adhere to Safe Sport behavioural expectations, including:
 - Rule of Two compliance
 - appropriate physical interactions
 - respectful language, boundaries, and communication practices
 - use of parent-inclusive or group messaging for communication with minors
 - Violations of policy or misuse of authority will be addressed promptly and fairly through disciplinary procedures, which may include suspension or removal from volunteer duties.
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5. Reporting, Complaints, and Dispute Resolution

FENB follows a two-path system depending on the nature of the concern:

A. UCCMS-related or maltreatment complaints

- Safe Sport and maltreatment-related complaints will be directed to the **NB Safe Sport Complaint Mechanism (NBSSCM)** or other designated independent bodies as required.
- Volunteers will be informed of how to access the mechanism and their rights within it.

B. Other volunteer, operational, or conduct concerns

- Non-UCCMS concerns fall under FENB's Internal Dispute Resolution Process.
- Procedures will outline:
 - how to submit a complaint
 - who reviews it
 - expected timelines

- available resolution pathways (coaching, mediation, investigation, discipline)

FENB ensures that all processes are impartial, timely, confidential, and respectful.

6. Volunteer Supervision and Support

FENB is committed to providing ongoing support to volunteers.

- Supervisors are responsible for ensuring volunteers understand their duties and have the tools needed to succeed.
 - Supervisors must monitor compliance with Safe Sport standards, including the Rule of Two and communication boundaries.
 - Volunteers may request additional support, training, or clarification at any time.
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7. Volunteer Development

FENB encourages continuous learning and skills development.

- Volunteers may access opportunities such as officiating clinics, coaching courses, leadership training, and mentorship programs.
 - FENB may financially support development opportunities where appropriate and resources permit.
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8. Volunteer Recognition

FENB values and appreciates the contribution of volunteers.

- Volunteer recognition may include public acknowledgments, certificates, annual awards, or other meaningful appreciation initiatives.
 - FENB will implement an **annual volunteer recognition plan** aligned with Sport NB practices.
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9. Privacy and Confidentiality

FENB protects volunteer information in accordance with provincial privacy legislation and organizational policy.

- Screening results, personal data, and disciplinary matters will be kept strictly confidential.
 - Volunteers will only be granted access to personal information necessary for fulfilling their duties.
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10. Review of the Policy

This policy will be reviewed every two years, or sooner if required to comply with updates to Safe Sport standards, Sport NB guidelines, or legislative changes.

Approved April 2026