



Volunteer Manual

ABOUT TAASC

WHO WE ARE

The Adaptive Adventure Sports Coalition (TAASC) is a non-profit organization located in Powell, Ohio that was established in the spring of 1997 to offer individuals with disabilities opportunities to participate in adventure activities.

OUR MISSION

Our mission is to enhance the quality of life for people with disabilities by providing sports and recreational activities, and to offer opportunities for empowerment through education, leadership, and training in collaboration with community-based organizations.

Purpose of the Organization includes:

- Enhancing the opportunity for recreation participation by forming coalitions with private and public organizations that serve people with and without disabilities.
- Offering community-based recreation opportunities for people of all ages and abilities.
- Providing leadership training in the area of adventure recreation and sports for teachers, coaches, programmers, administrators and others.

OUR PROGRAMS

Our programs enhance everyday life, challenge our participant, help build self-confidence, and enable learning through experiences. Our activities include kayaking, alpine skiing, water skiing, ice-skating, sailing, rock climbing, cycling, archery, and bocce ball.

OUR STAFF

Our staff has over twenty years of experience working with people with disabilities in a variety of settings. They are professional, fun to be around, and most importantly, hold the safety of all TAASC participants and volunteers in the highest regard.

WHO PARTICIPATES

People of all ages and abilities are welcome to participate in our programs. TAASC also provides youth and veteran specific programming. TAASC makes every effort to meet the needs of each individual.

ACCESSIBILITY

We strive to make all of our programs accessible to everyone. Destinations are selected based on accessibility. Adaptive equipment and trained volunteers and staff are provided for people with disabilities.

THIS MANUAL

This manual is designed for all TAASC staff and volunteers. It presents a great deal of information with the purpose of familiarizing you with TAASC and ensuring that you will have a safe, enjoyable, and empowering experience while involved with our organization.

TAASC HISTORY

The Adaptive Adventure Sports Coalition (TAASC) was established in July of 1997 as a 501 (c) (3) local chapter of Disabled Sports USA (DS/USA), a national organization that has existed for over 40 years. Development of TAASC was sought initially to address and overall lack of leadership, direction, and creation of opportunities for individuals with disabilities to participate in lifetime recreation and sport activities within central Ohio. The leadership of TAASC brings over twenty years of successful experience in adaptive sports and recreation development, programming, and implementation. It is the vision of TAASC to encourage individuals with and without disabilities to become more active and productive members of society through involvement in sport and recreational activities. This is clearly reflected in the mission statement of TAASC:

To enhance the quality of life for people with disabilities by providing sports and recreation activities, and to offer opportunities for empowerment through education, leadership, and training in collaboration with community-based organizations.

In Ohio, TAASC is the only organization of its kind, providing year round opportunities to engage in diverse adventure activities that encourage lifelong participation. TAASC is also unique in its endeavor to create a program model for each activity and use the model to develop community wide recreational growth programs through knowledge sharing leadership.

The Adaptive Adventure Sports Coalition is a volunteer-based organization that has experienced tremendous success and growth in the past five years. Currently, over 350 volunteers are committed to providing recreational opportunities for individuals with disabilities either through direct involvement in program activities, fund raising, marketing, or office work. This committed volunteer base along with the experience and leadership of key TAASC personnel has been the foundation for the success of TAASC.

TAASC PROGRAMS

ALPINE SKIING

This is by far the largest TAASC program in terms of numbers of volunteers and participants. Ski lessons are offered at two local ski hills, Snow Trails in Mansfield and Mad River Mountain in Bellefontaine, Ohio. These lessons run from January through March (depending on snow conditions) and are offered on Tuesday and Thursday evenings and Saturdays. With our inventory of adaptive equipment and the experience, knowledge, and expertise of our volunteers, we are able to offer lessons in all six adaptive disciplines: developmental disability, visual impairment, three-track, four-track, bi-ski, and mono-ski. TAASC has over 125 trained volunteers of which 25 are PSIA certified instructors

WATER SKIING

In collaboration with the Hilliard Rotary and Columbus Aqua Waterski Club, TAASC holds a waterski program over the summer on the Scioto River and at White Sulphur. During this event, participants and their families come out for a day or two days on the river learning how to water ski or perfecting their skiing technique. Adapted equipment and volunteer training, expertise, and knowledge allow individuals of all ages and abilities to experience water skiing in a safe and successful environment.

KAYAKING

Participants in this program will be introduced to adaptive paddling and safety skills in a controlled flat water environment. The experience, knowledge, and training of the TAASC volunteers and instructors in addition to the variety of TAASC kayaks allow individuals of all ability levels to experience kayaking in a fun, safe, and successful environment. TAASC's location on Twin Lakes and the Scioto River allows paddlers to experience basic flat water and moving water within one session.

CYCLING

TAASC offers a "community" cycling program with a variety of adaptive cycles to fit the participant's needs and abilities, including hand cycling, side-by-side recumbent tandem bikes, and traditional bikes. Through the sponsorship of Thrivent Financial, TAASC offers free cycling evaluations to help participants find the correct bike and seating position. TAASC is also a chapter of AmBucs, and has helped to connect people with disabilities to sources of funding to help over 100 people own their own adaptive bikes. TAASC also hosts a weekly learn to bike camp for children, employing the Strider Bike curriculum every summer.

SAILING

Take the helm on one of three TAASC sailboats, from a 13-foot trimaran to a 25-foot keelboat. The program takes place on Alum Creek and is a "hands on" program teaching basic sailing skills that will enable you to set a steady course to adventure. Sills and teaching progressions are based on the US Sailing Training program. The Adaptive Sailing program was officially launched on July 23, 2000.

ARCHERY

Hit the target with the help of an OSU archery member at TAASCs private archery course. Using 20 pound Genesis compound bows, TAASC offers archery clinics every Wednesday evening and at special events all summer long.

VOLUNTEER JOB POSITIONS

POSITIONS

- **Program Support:** Volunteers will assist in specific programs. Programs include alpine skiing, cycling, ice skating/sled hockey, kayaking, rock climbing, sailing, water skiing, archery, bocce ball, and rock climbing.
- **Administration Support:** Volunteers will assist with a variety of office tasks including, but not limited to, filing, data entry, and promotional flyer design.
- **Special Events Support:** Volunteers assist with special events including, but not limited to, Water Sports Weekend, Winter Sports Challenge, and Pedal, Paddle, Picnic. Volunteers will also attend open houses, special presentations, and exhibits.
- **Fundraising Support:** Volunteers will assist in fund drives, solicitation of donations, and grant writing.

Depending on the type of position, volunteers will report to the Volunteer Coordinator, Sport Leaders, or Program Coordinator.

CRITERIA FOR VOLUNTEERING

All volunteers must complete and agree to the following before volunteering on any TAASC programs and activities.

- Volunteer Application.
- Release of liability (good for one year).
- Agree to criminal background check bi-annually.
- Read and understand volunteer training materials.

- Attend general volunteer trainings.
- Be Safe!
- Be on time!
- Be Positive!

VOLUNTEER BENEFITS

- ☺ All TAASC programs are a great place to meet new friends who share a love for life long physical activity.
- ☺ TAASC provides volunteers with the opportunity to enhance their quality of life by sharing their knowledge and passion for life long physical activities with others.
- ☺ TAASC alpine skiing volunteers receive a one-day lift pass and rentals on the day they are volunteering
- ☺ Volunteers are able to use TAASC equipment during TAASC programs.
- ☺ TAASC offers activity specific training and clinics that provide quality instruction on skill progression, safety, equipment orientation, and how to adapt for people with varying abilities.

GENERAL POLICIES & PROCEDURES

NONDISCRIMINATION POLICY

It is the policy of TAASC to provide equal opportunity for all employees and volunteers. TAASC does not and will not tolerate any unlawful discrimination on the basis of race, color, national origin, age, sex, disability, pregnancy, marital status, sexual orientation, religion, or any other basis protected by law.

HARASSMENT POLICY

TAASC will not tolerate any sexual or other harassment of anyone, either verbal or physical, by any employee or volunteer. TAASC strictly prohibits employees and volunteers from harassing each other. Harassment includes making derogatory remarks about someone's background or personal characteristics, making "jokes" about ethnic or other groups, or making other statements, or committing other acts if those remarks, statements, or acts are offensive, threatening, or intimidating.

VOLUNTEER AND YOUTH PROTECTION POLICY

The points below must be followed at all times when working with any participants under the age of 18 or with vulnerable persons.

- Volunteers are never alone with a person who is a minor or person who, due to injury, illness or disability, has impaired mental status.
- Youth volunteers who are 14 and 15 years old must have a parent present while they volunteer.
- TAASC volunteers do not provide any kind of personal assistance to a minor or person with impaired mental status.

BACKGROUND CHECK POLICY

It is the policy of TAASC to perform background checks every two years on the following groups of people:

- Members of the Board of Trustees
- Paid staff persons
- Volunteers who have direct contact with participants and are 18 years and older.

Some volunteers may be exempted from this requirement, at the discretion of the program administrator, upon providing proof that they have passed a qualifying background check within the past two years. For example, students enrolled in

certain university health majors are required to have background checks.

The background search includes public records that identify criminal activity which might threaten the safety of vulnerable persons.

ALCOHOL AND DRUG POLICY

The consumption of alcohol before the end of any TAASC event or outing is strictly prohibited. After TAASC events or outings, volunteers may consume alcohol in moderation. An example would be drinking a beer in the lodge after a day of skiing. When approved by the Board of Directors, alcohol can be consumed in moderation at TAASC fundraisers or social events. At all times, volunteers must be fit to perform their responsibilities in a safe and efficient manner.

The unlawful or improper manufacture, sale, possession, transfer, purchase, dispensation, use or being under influence of any illegal drug, controlled substance, or over the counter medicine by any volunteer is prohibited. These prohibitions apply to regular volunteer time and any TAASC sponsored social event or fundraiser

SMOKING POLICY

Volunteers are not allowed to smoke when participants are physically present.

EQUIPMENT USAGE POLICY

While volunteering for TAASC programs, volunteers are able to use TAASC equipment. When renting TAASC equipment, the proper rental forms must be filled out and turned into the Sport Leader or Program Coordinator.

HELMET POLICY

TAASC requires that participants use a helmet when participating in the following activities: Alpine skiing, cycling, equestrian, ice hockey, outdoor rock climbing, snowboarding, white water kayaking, white water rafting, and any other activity when directed by TAASC staff or Sport Leader.

ABSENCE POLICY

Volunteers unable to attend a TAASC program that they have previously registered for must contact the Volunteer Coordinator at least 12 hours in advance. The volunteer must email info@taasc.org to communicate their absence.

INSURANCE POLICIES

Workers Compensation: TAASC volunteers are not covered under Worker's Compensation Insurance.

Liability: TAASC volunteers ARE covered as additional insured through TAASC.

Medical: Participants and volunteers must carry their own medical insurance.

CONFIDENTIALITY POLICY

The information contained in the participant/volunteer application is confidential and should be handled appropriately. TAASC does not release names, addresses, or phone numbers of students, volunteers, and staff without written permission from an individual.

All information concerning TAASC participants/volunteers, including medical condition and history, treatments, and personal lives, is absolutely confidential. Any such information is not to be released to persons outside TAASC except with the approval of the Program Coordinator or Board of Directors. Such information may be disclosed to other TAASC volunteers only upon a "need-to-know" basis, i.e., only those individuals whose responsibilities require they are privy to that information.

APPEARANCE POLICY

Volunteers are expected to be neat and clean when volunteering with any TAASC program. Clothing may not be revealing, suggestive, or contain any lewd or profane language.

DISCIPLINARY PROCEDURES

Whenever a student/volunteer displays behavior warranting disciplinary action, the TAASC staff and Sport Leaders will act accordingly. Types of discipline include verbal warning, written warning, or termination from the program. The disciplinary action taken will depend upon the seriousness of the offense.

RISK MANAGEMENT POLICIES & PROCEDURES

DEFINITIONS

INCIDENT

Anything that “goes wrong” during a TAASC program which causes an injury to people or damage to property. Incidents have two parts: OCCURRENCES, which include actual events that take place, and CONSEQUENCES, which are the immediate result of an event. For example, a vehicle striking a tree would be an occurrence, as well as the road conditions, the state of the driver, condition of the vehicle, etc. The consequence would include all damage to the vehicle, any injuries suffered by staff, participants, bystanders, etc.

OCCURRENCES

- **Accidents:** Any occurrence, usually unexpected, which involves injury to people or damage to property. Examples: skier hits a tree, kayak falls off the trailer, sailboat hits another boat.
- **Near Misses:** Any occurrence which has the potential for injury or property damage but in which no injury or property damage has occurred. Near misses never have consequences. Example: Vehicle with trailer skids on ice.
- **Missing Person:** Whenever a participant or volunteer is missing from a TAASC program, without explanation, for more than 15 minutes.

CONSEQUENCES

- **Injury:** This is damage to participants, staff, volunteers, or bystanders. Injuries are always preceded by accidents. Examples of injuries: bruises, sprains, burns, frostbite, fractures, etc.
- **Illness:** A health problem caused or aggravated by the program or the environment. Illness is not generally preceded by accidents. Examples: heat stroke, allergic reactions, hypothermia.
- **Worsened pre-existing condition:** A health problem that the participant or volunteer had before arriving at TAASC programs. Examples: Pre-existing knee problems, dental problems, epilepsy.
- **Damaged Property:** Equipment, owned by TAASC, that has been altered in a way that it no longer functions in the way it was intended to. Examples: anything bent, torn, smashed, or broken.

INCIDENT REPORT FORM

The incident report form has two purposes:

- In the event of an accident, it assists rescue personnel on the scene. The document should be presented to emergency personnel along with the injured person's participant application and any other relevant paperwork.

- To inform the Program Coordinator and Sport Leaders of exactly what occurred during the incident and to assist program staff in making sure such occurrences don't happen again.

GENERAL POLICIES & PROCEDURES

The Sport Leader will have the following information available at every TAASC program:

- Phone numbers for emergency services in the area.
- Location and directions of the nearest medical facility.
- First Aid kits
- Risk management information, emergency contact numbers for each participant/volunteer
- Signed release of liability forms for all participants, volunteers, and family/support members on the property.

First aid kits will be present at all TAASC programs and will not contain any over the counter or prescription drugs.

TAASC staff and volunteers will only render medical assistance to a level that corresponds directly with that of their current training and certification.

TAASC staff and volunteers should not administer oral prescription or over the counter medications of any kind without proper training. Examples of proper training: advanced medical certification, Wilderness First Responder.

For any instance when First Aid is given, an incident report form must be completed by the individual administering first aid.

INCIDENT RESPONSE PROCEDURES

Any incident related to TAASC must be reported to the Sport Leader, Program Coordinator, and President of the Board of Directors in a prompt, accurate, and responsible manner.

The following is a list of steps the Sport Leader, lead instructors, and volunteers should take when involved or responding to an incident on any TAASC program.

GET HELP

Send one or more competent persons to get help or call 911. They will need to note the exact location of the incident.

PROTECT THE ACCIDENT SITE

Survey the scene for any potential hazards. This includes danger to the rescuers, bystanders, and patients.

PROTECT THE PERSON(S) INVOLVED IN THE INCIDENT

- Do not move the injured person except to protect them from other environmental hazards. In a life-threatening situation, apply immediate first aid to the best of your capability.
- Make sure that the injured person is warm and as comfortable as possible.
- When help arrives, give them information on what happened. Stay with injured person until otherwise directed by the Sport Leader, parent or legal guardian, or until he/she leaves with certified medical assistance.

FILL OUR INCIDENT REPORT FORM

An incident report form must be filled out for all incidents, no matter how small.

The Program Coordinator and Sport Leader needs to know about all incidents that happen during all TAASC programs. When filling out the incident report form you should stick with the facts and get names, addresses, and statements from witnesses who saw the incident. The incident report form will be looked at by the doctors and nurses that treat the student so make sure that it is accurate and complete.

FOLLOW UP

Follow up with the Sport Leader and Program Coordinator regarding the incident and the condition of the person involved.

RISK MANAGEMENT PROCEDURES

The Sport Leader is responsible for contacting the Program Coordinator or Board President when any of the following occur.

- Whenever a critical or life-threatening injury, illness, worsened pre-existing condition, fatality, or accident involving extensive property damage occurs.
- Whenever there is a missing person.
- Whenever the Sport Leader needs additional advice concerning a serious incident of any kind.
- Whenever a participant or volunteer is taken to a medical facility for medical treatment.
- Whenever a participants parent or guardian must be informed regarding a medical condition or other emergency situation.

IN THE EVENT OF A FATALITY

- The body should not be moved until the police have been notified and have been to the scene regardless of the location.
- Speculation should not be made as to the causes of the accident or admittance of guilt; cooperation should be given to the authorities at all times.
- No one is to talk with the media except staff or the Board President.

IN THE EVENT OF A MISSING PERSON

A participant or volunteer is considered missing when they are absent from a program site, without explanation, for more than 15 minutes or staff or Sport Leaders have some other reason for believing the person is missing (e.g. you see the participant run off). In the event of a missing person, the Sport Leader should do the following:

- Stop all activities and assemble volunteers and participants.
- Start a time log
- Conduct a search of the primary area where the participant was last seen
 - No one should go out alone.
 - Teams should be established with volunteers and participants that might prove helpful.
 - An expected return time should be set up.
 - Communications, whether with radios, whistles, or verbally, should be established such that if any team locates the missing person, the other teams can be notified.
 - Hasty searches on foot should not extend more than two miles from the base camp or a common area.
 - Participants not involved with the search should not be left alone or without means of dealing with other emergencies, such as without a first aid kit or means of communication.
- If person is still not found call 911 and the Program Coordinator and Board President

MEDIA POLICY

In the event of an incident, no one is to talk to the media except Staff and the Board President.