



Volunteer Interest Application

MPAL relies on dedicated volunteers with a passion for working with youth. Please submit this completed packet (Volunteer Interest Application, Waiver, Volunteer Code of Conduct, and Social Media Policy) to Jayna Stevens, Director of Operations and Development. Once your packet has been reviewed, Jayna will contact you to schedule a time to discuss your volunteer interests. Please note: prospective volunteers may be subject to a background check and will be responsible for the \$10 fee.

Contact information:	
Name	
Organization, Title	
Address	
Cell Phone	
Email Address	
Date of Birth	
Gender	
Emergency Contact Name & Relationship	
Emergency Contact Phone Number	

Tell us about yourself:			
How did you hear about MPAL?			
Why do you volunteer?			
Where else do you volunteer?			
Why do you want to volunteer at MPAL?			
What is your availability?			
Do you have any unique or special skills you are willing to share? If yes, what?			
Which MPAL programs do you want to volunteer with?	<input type="radio"/> Aikido <input type="radio"/> Arm Wrestling <input type="radio"/> Boxing <input type="radio"/> Cooking Classes <input type="radio"/> Enrichment Activities	<input type="radio"/> Game Room <input type="radio"/> Homework help and tutoring <input type="radio"/> Jiu Jitsu <input type="radio"/> Judo	<input type="radio"/> Robotics <input type="radio"/> Special Events <input type="radio"/> Wrestling <input type="radio"/> Yoga <input type="radio"/> Other

Thank you for your request. MPAL will be contacting you to discuss your application.

MANCHESTER POLICE ATHLETIC LEAGUE, INC.

Release and Waiver of Liability, Permission to Use Photograph

Manchester Police Athletic League

409 Beech Street, Manchester, NH 03103 | 603-626-0211 | ManchesterPoliceAthleticLeague.org

MANCHESTER POLICE ATHLETIC LEAGUE, INC.

Release and Waiver of Liability, Permission to Use Photograph

The Manchester Police Athletic League, Inc. (the Owner) is the owner and operator of the MPAL/Officer Michael Briggs Community center located at 409 Beech St., Manchester, NH (the facility). The owner operates organized individual and team athletic and recreational activities at the facility, including but not limited to the sports of Boxing, Judo, Wrestling, Aikido (the "activities"). For and in consideration of being allowed to volunteering in the Activities, the undersigned agrees as follows:

1. I, _____ (volunteer name MPAL member), certify that I , desire to volunteer in the MPAL activities and understand and accept the condition that the Owner and its staff will not be held liable for any injuries which may occur during training at the Owner's facility or being transported to or from any of the other locations where a MPAL activity/function occurs. I accept this risk and assume all liability and expenses incurred as a result of an injury, which takes place during an Owner activity/function. In the event of an injury, I give the Owner staff permission to provide or obtain medical care for a condition arising during volunteering in Owner activities/function, including medical or surgical treatment recommended by a medical doctor.
2. By my signature below, \ I represent that I am physically fit and capable of volunteering in the Activities without medical restriction. I acknowledge and agree that volunteering in the Activities, and/or transportation to and from the Activities, by their nature and whether as a volunteer, coach, player, referee, or in any other capacity, may be perilous and involves the substantial risk of serious personal injury and/or death or property damage. By volunteering in the Activities, I knowingly and voluntarily assume all such risks. I have made the following arrangements for medical and accident insurance to cover doctor and/or hospital bills which may be incurred as a result of injury.
_____ I am covered by a medical and accident insurance policy.
_____ I do not have a medical or accident insurance policy to pay for a doctor and/or hospital bills in the event I am injured, I agree to pay those bills out of my own funds.
3. I hereby release from liability, waive all claims against, discharge and covenant not to sue the Owner and/or its members, staff, officers, directors, agents, or employees for any and all personal injury and/or death and/or property damage suffered while I am volunteering in any way in the Activities or otherwise within the Facility or upon the property upon which the Facility is located.
4. I hereby assume full responsibility for, and the risk of, bodily injury, death, or property damage suffered by me caused by the negligence of Owner and/or its members, staff, officers, directors, agents or employees while I am volunteering in any way in the Activities or otherwise within the Facility or upon the property upon which the Facility is located.
5. I grant to the Owner, its representatives, collaborative partners and employees the right to take photographs of me and my property in connection with the above-identified subject. I authorize the Owner, its assigns and transferees to copyright, use and publish the same in print and/or electronically. I agree that the Owner may use such photographs of me with or without my name and for any lawful purpose, including for example such purposes as publicity, illustration, advertising, and Web content. I have read and understand the above.
6. I have fully read and voluntarily signed this release and Waiver of Liability, and further agree that no oral representations, statements, or inducements apart from foregoing written agreement have been made.

Signature _____ Date _____

Print Name _____



Volunteer Code of Conduct

A "volunteer" is anyone who, without compensation or expectation of compensation beyond reimbursement, performs a task at the direction of and on behalf of the agency. A "volunteer" must be officially accepted and enrolled by the agency prior to performance of the task. Unless specifically stated, volunteers shall not be considered as "employees" of the agency. Source: NonProfitNetwork.org

Volunteers are asked to not contact organizations or individuals on behalf of the Manchester Police Athletic League (MPAL) unless they are given express written directions to do so by the Director of Operations and/or assigned Manchester Police Department officer. Prior to any action or statement which might significantly affect or obligate the agency, volunteers should seek prior consultation and approval from appropriate staff. These actions may include, but are not limited to, public statements to the press, coalition or lobbying efforts with other organizations, or any agreements involving contractual or other financial obligations. Volunteers are authorized to act as representatives of the agency as specifically indicated within their job descriptions and only to the extent of such written specifications.

As a Manchester Police Athletic League (MPAL) volunteer, I promise to:

Respect

- Treat all individuals with a sense of dignity, respect, and worth. Make a personal commitment to be nonjudgmental about cultural differences, living conditions and the life-style of each person with whom I work. Be courteous and polite in all of my actions.
- Avoid profane and abusive language and disruptive behavior that is dangerous to self and others.
- Abstain from the use of photo, audio or video recording equipment unless given consent.
- Respect all confidential information. Volunteers are responsible for maintaining the confidentiality of all proprietary or privileged information to which they are exposed while serving as a volunteer, whether this information involves a single staff, volunteer, client or other person.
- Not to pressure anyone to accept my political, cultural, or religious beliefs.
- Work together to resolve conflict, assume good intentions and do our best to act in an empathic fashion. Disagreement is no excuse for poor manners. We don't allow frustration to turn into a personal attack. A community where people feel uncomfortable or threatened is not a productive one.

Personal responsibility

- Be dependable, recognizing the commitment and responsibility to my volunteer assignment.
- Accept assignments consistent with my interest, abilities, and available time.
- Accept assignments with an open mind and a willingness to learn.
- Avoid conflict of interest situations and refrain from actions that may be perceived as such. Volunteers should reveal any potential or actual conflicts of interest as they arise.
- Accept responsibility. We can all make mistakes; when we do, we take responsibility for them. If someone has been harmed or offended, we listen carefully and respectfully, and work to right the wrong.



Safety

- Not use, possess, or be under the influence of alcohol or illegal drugs at any time.
- Abstain from all illegal activity.
- Wear appropriate clothing. All items of clothing must be suitable for the work environment and should not contain offensive or objectionable material.
- Follow safe workplace practices, including participation in applicable education sessions, using appropriate personal safety equipment and reporting accidents, injuries, and unsafe situations.
- Review emergency safety procedures and know all exits available.
- Report suspicious activities to the appropriate legal authorities.
- Not be alone with a minor unless in a room/office with unobstructed windows or an open door.
- Not text message a minor except by group text that includes an MPAL or Manchester Police Department employee.
- Not e-mail a minor without copying an MPAL or Manchester Police Department employee.
- Not private message a minor through any social media platform or app.
- Not extend or accept friend requests or other social media connections with minors.
- Prop the door open if a minor requires assistance in the bathroom.
- Not transport a minor without a second adult of 18 years or older in the vehicle.

Collaboration

- Be a team player. Keep an open mind and value the input and suggestions of my fellow volunteers, hosts, co-workers, and colleagues. Come to decisions democratically. Seek consensus.
- Be patient when working on group projects. React with grace when your idea is not the one chosen. Support your project to the best of your ability.

As a volunteer, I will not:

- Smoke or use tobacco products in the presence of children and/or youth.
- Use, possess, or be under the influence of alcohol at any time while volunteering.
- Use, possess, or be under the influence of illegal drugs at any time.
- Pose any health risk to children and/or youth (i.e., no fevers or other contagious situations).
- Strike, spank, shake, or slap children and/or youth.
- Humiliate, ridicule, threaten, or degrade children and/or youth.
- Touch a child and/or youth in a sexual or other inappropriate manner.
- Use any discipline that frightens or humiliates children and/or youth.
- Use profanity in the presence of children and/or youth.



I understand that as a volunteer working with children and/or youth, I am subject to a thorough background check including criminal history. I understand that any action inconsistent with this Code of Conduct or failure to take action mandated by this Code of Conduct may result in my removal as a volunteer.

Volunteers who do not adhere to the rules and procedures of the agency or who fail to satisfactorily perform their volunteer assignment are subject to dismissal. No volunteer will be terminated until the volunteer has had an opportunity to discuss the reasons for possible dismissal with supervisory staff. Possible grounds for dismissal may include, but are not limited to, the following: gross misconduct or insubordination, theft of property or misuse of agency materials, abuse or mistreatment of clients, staff or other volunteers, failure to abide by agency policies and procedures, and failure to satisfactorily perform assigned duties.

Source: VolunteerAlliance.org

Volunteer printed name	Volunteer signature	Date



Social Media Policy

The Manchester Police Athletic League (MPAL) recognizes the role social media plays in modern communication. As such, we respect the right of employees and volunteers to use social networks for self-publishing and self-expression while adhering to our organizational guidelines.

As a Manchester Police Athletic League (MPAL) employee or volunteer, your commentary is not only a direct reflection of you personally but also of our brand and organization. Commentary that is considered defamatory, obscene, proprietary or libelous by any offended party could subject you to personal liability and damage the reputation of Manchester Police Athletic League (MPAL). Once something's on the Internet, it's there forever.

- We do not distinguish between “personal time” and “work hours” usage, or personal devices and organization-provided equipment. You are at all times a representative of Manchester Police Athletic League (MPAL) regardless of how or when you are posting on social media.
- Any problems or issues between individuals will be worked out in person respectfully. Airing your personal grievances on social media rarely leads to positive outcomes and will not be tolerated.
- Harassing, threatening, discriminating against or disparaging any individuals through social media will not be tolerated.
- Sharing any organization-privileged information through social media, including but not limited to copyrighted information, organization-issued documents, and participant information, will not be tolerated.
- Sharing photographs of MPAL employees, volunteers, members, parents/family, vendors, or suppliers without their permission through social media is prohibited.
- You are to contact management immediately if contacted by the media or press about any post that relates to Manchester Police Athletic League (MPAL) business.
- Passwords and accessibility to all Manchester Police Athletic League (MPAL) social media outlets will be updated and on file with the Director of Operations at all times. No employee or volunteer will have exclusive or solitary access to any Manchester Police Athletic League (MPAL) social media.
- No personal information will be exchanged through any Manchester Police Athletic League (MPAL) social media tool. This includes but is not limited to private messaging features. Inquiries will be directed to the Director of Operations and/or Manchester Police Athletic League (MPAL) assigned Police Officer.
- MPAL staff and volunteers are prohibited from extending or accepting friend requests or other connections with youth members and must refrain from private messaging minors.
- Posts, tweets, etc made on behalf of MPAL on MPAL managed sites must post between 8am and 8pm.
- All MPAL social media outlets will be monitored regularly and MPAL will immediately remove inappropriate content. This content may include but is not limited to profanity, hate speech, derogatory statements, slanderous statements, comments that are not on topic, and copyrighted material. All removed content must be documented and reported to the Director of Operations at the time of its removal.

Manchester Police Athletic League

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Revised 5/28/21



Social Media Policy

Confidentiality: Neither Employees or Volunteers shall post confidential information on either the Manchester Police Athletic League (MPAL) or personal social media accounts. This includes financial information, legal matters, organizational internal strategies, campaign benchmarks, unreleased advertising or promotions, internal processes or methodologies, rumors or gossip, and colleague or member personal information. Employees and volunteers posting on behalf of the Manchester Police Athletic League (MPAL) are to respectfully and professionally represent the organization, adhere to the terms and conditions of any third-party sites, and take full responsibility for their communication.

Violations of any of the guidelines listed in this policy will result in disciplinary action, up to and including termination or dismissal. Where necessary, we will advise appropriate officials of any violations of law. If you become aware of any violations of this policy you should report the violation to the Manchester Police Athletic League (MPAL) Director of Operation immediately. Inappropriate personal posts that come to the attention of MPAL management will be addressed based on severity. Action to include, but not limited to a warning and/or request for removal or termination of employee or volunteer status. Nothing in this policy is intended to create a contract of employment or for the provision of any benefit, and for employees, this policy does not in any way alter the “at will” nature of employment with our organization.

Name of employee/ volunteer: _____

Signature: _____ Date: _____



State of New Hampshire

Department of Safety
DIVISION OF STATE POLICE

Criminal Records Unit

33 Hazen Drive, Concord, NH 03305

CRIMINAL HISTORY RECORD INFORMATION RELEASE AUTHORIZATION FORM

INSTRUCTIONS

NH RSA 106-B:14 and Administrative Rule Saf-C 5700 authorizes the dissemination of NH Criminal History Record Information (CHRI) for non-criminal justice purposes. In NH, all CHRI is confidential and released only upon the knowledge and permission of the individual of whom the request is made. Individuals requesting their own record in person need only to complete Section I. If the CHRI is to be released to a third party, both Section I and Section II must be completed. All requests by mail must have both sections completed and Section II notarized.

SECTION I (PLEASE PRINT CLEARLY)

NAME _____
LAST (MAIDEN/ALIAS) FIRST MI

ADDRESS _____
STREET CITY STATE ZIP CODE

DATE OF BIRTH _____ HAIR COLOR _____ EYE COLOR _____

SEX _____ DRIVER LICENSE NUMBER _____ STATE _____

PURPOSE OF RECORD: Housing Employment Annulment/Expungement

Other _____

My signature below certifies I am the individual listed above and the information provided is true.

YOUR SIGNATURE: _____ DATE _____
Signed under penalty of unsworn falsification pursuant to RSA 641:3

SIGNATURE OF PERSON/ENTITY TO RECEIVE RECORD _____ DATE _____

SECTION II

I hereby authorize the release of my criminal record conviction(s), if any, to the following individual:

Manchester Police Athletic League

NAME OF PERSON/ENTITY TO RECEIVE RECORD

ADDRESS 409 Beech St., Manchester, NH 03103
STREET CITY STATE ZIP CODE

YOUR SIGNATURE _____ DATE _____

NOTARY'S SIGNATURE _____ DATE _____
(AFFIX SEAL) (comm.. Exp.)

RECORD CHALLENGE

Saf-C 5703.12 Procedure for Correcting a CHRI (a) Persons or their attorneys desiring access to their CHRI for the purpose of challenge or correction shall appear at the central repository. (b) A copy shall be provided to a person if after review he/she indicates he/she needs the copy to pursue the challenge. (c) Any person making a challenge shall identify that portion of his/her CHRI which he/she believes to be inaccurate or incorrect, and shall also give a correct version of his/her record with an explanation of the reason that he/she believes his/her version to be correct. (d) The director shall take the following actions within 30 days of receipt of challenge: (1) Review the records and contact the law enforcement agency or court which submitted the record to compare the information to determine whether the challenge is valid; (2) If the challenge is valid, which means there is a discrepancy between the information submitted and the information maintained by the law enforcement agency or court, the record shall be corrected and the person and appropriate CJAs shall be notified; and (3) If the challenge is invalid, the person shall be informed and advised of the right to appeal pursuant to RSA 541. (e) When a record has been corrected, the division shall notify all non-criminal justice agencies, to whom the data has been disseminated in the last year, of the correction. (f) The person shall be entitled to review the information that records the facts, dates, and results of each formal stage of the criminal justice process through which he passes, to ensure that all such steps are completely and accurately recorded.

WARNING: The Division of State Police is the Criminal Record Repository for the State of New Hampshire. The record you have received is based only on what has been reported to the Repository and may not be a complete Criminal History Record of the named individual.

☐ To prevent a delay in processing, I have enclosed a self-addressed envelope. ☐ Prepaid Acc't Number _____

A \$25.00 fee is required for each request. Make checks payable to: State of NH – Criminal Records.