

Volunteer Handbook

WGI SPORT OF THE ARTS

Volunteer Handbook

Volunteer Description

The volunteers play a vital role in ensuring an organized, safe, and positive world-class experience for participants and spectators during WGI Events including World Championships in Dayton, OH. These positions support WGI in maintaining timely execution of our events across multiple venues.

Volunteers can hold a variety of assignments during WGI Events at multiple performance venues, including Performance Check-in; Percussion/Winds Lot Staff/Warm Up; Prop, Floor & Equipment Unloading/Loading/Storage; Color Guard Warm Up; Performance Entrance/Exit; Director Check-in; Judge Security; Finale; and other duties as assigned. You may view specifics of each role [here](#).

Volunteer Expectations

The following outlines the expectations of a volunteer at WGI Events, including World Championships:

- Uphold WGI's values, [the code of conduct](#), and follow all event rules and policies.
- Represent WGI with a positive attitude, professionalism, and enthusiasm.
- Treat all participants with respect and courtesy at all times.
- Arrive on time for all assigned shifts/shuttle pickups and stay for the entirety of your assigned shifts, unless otherwise directed.
- Wear assigned volunteer credentials & designated event day attire at all times while on duty.
- Report problems, safety hazards, or emergencies immediately to your Front of House Manager, Back of House Manager, or Volunteer Coordinator as needed.

Volunteer Qualifications & Requirements

To express interest in volunteering at World Championships, volunteers must meet the following criteria:

- Must be at least 18 years of age. Volunteers between the ages of 15-17 must be accompanied by a parent or chaperone who is also volunteering. For more info contact WGI's Volunteer Coordinator at volunteer@wgi.org.
- Available Wednesday evening through Saturday Evening (Sunday if interested in Winds) during World Championships week(s).

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- Must attend the Volunteer Meeting on Wednesday night prior to their first shift (7:00pm at the University of Dayton Marriott).
- Has the ability to stand for long periods of time, with minimal opportunity to sit.*
- Has the ability to lift 35 lbs.

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

To be invited to volunteer at World Championships, volunteers must complete the following requirements:

- Volunteers are expected to complete and pass a national criminal background check, administered by WGI.
- Volunteers must complete a Participant Protection Practice (3P) course
- Volunteers must acknowledge & sign to the Volunteer Description & Waiver

In exchange, WGI will provide volunteers with the following:

- Airport shuttle transportation to/from Dayton International Airport, and from hotel to each venue
- Shared occupancy hotel accommodations at the University of Dayton Marriott
- Meals/snacks during the event time at the arenas
- WGI branded event attire
- WGI credential that allow you entry to all venues
- Discount of WGI merchandise
- Free parking

Volunteer Incident Protocol

This protocol outlines how the Volunteer Coordinator will address incidents of inappropriate conduct, non-compliance, or failure to fulfill responsibilities by volunteers while onsite at events. The goal is to ensure consistency, fairness, and accountability, while also safeguarding the organization's reputation and resources.

General Principles

- Volunteers are expected to uphold all expectations as outlined in this handbook.
- All incidents will be addressed promptly, confidentially, and documented by the Volunteer Coordinator using the WGI Reporting Form.
- Progressive steps will be followed when possible; however, the Volunteer Coordinator reserves the right to accelerate to higher levels of action based on the severity of the incident.

Levels of Action

Level 1: Verbal Warning

Trigger Examples: Minor lateness, unprofessional tone, not following specific instructions.

Action:

- FOH Manager, BOH Manager, or Volunteer Coordinator, and another staff member meet privately with the volunteer.
- The issue is explained, expectations are clarified, and the volunteer is given the opportunity to correct behavior.
- Incident is documented.

Level 2: Final Warning

Trigger Examples: Repeated minor issues, refusal to follow instructions, inappropriate behavior toward peers or attendees, disruptive behavior, neglect of duties, creating reputational risk.

Action:

- Volunteer Coordinator issues a final warning.
- Volunteer may be reassigned to limited duties or placed under direct supervision.
- Written notice specifies that any further incident will result in immediate release from duty.

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Level 3: Immediate Release of Duty

Trigger Examples: Harassment, discriminatory remarks, intoxication, endangering safety, theft, violence, or failure to comply with final warning.

Action:

- Volunteer Coordinator immediately ends the volunteer's service at the event.
- Volunteer may be asked to leave the premises.
- Incident is documented in detail.
- Barred from future volunteer service.

Repayment of Covered Costs

- Volunteers who are released from duty at **Level 3** will be responsible for repaying any costs already covered by WGI, including but not limited to:
 - Hotel accommodations
 - Travel (airfare, mileage reimbursement, parking, etc.)
 - Meals or per diem stipends
 - Event registration fees or credentials provided
- Repayment must be completed within 30 days of release. Failure to repay may result in referral to collections if necessary.

WGI Volunteer Waiver

In exchange for the opportunity volunteer for Winter Guard International, aka WGI Sport of the Arts, an Ohio based nonprofit corporation, and receive all of the benefits and rewards available to volunteers, the undersigned (the "Volunteer") executes this Agreement (the "Release") this day in favor of WGI, its directors, officers, employees and agents, sponsors, co-sponsors, donors, volunteers, and partners, (collectively, "WGI").

The Volunteer desires to volunteer for WGI and engage in the activities related to being a volunteer. The Volunteer understands that the activities may include physical labor. The Volunteer understands that these activities may include the use of equipment and place the Volunteer in situations that may pose risk of harm to the Volunteer.

The Volunteer does hereby freely, voluntarily and without duress execute this Agreement under the following terms:

1. WAIVER AND RELEASE.

The Volunteer does hereby release and forever discharge and hold harmless WGI and its successors and assigns from any and all liability, claims and demands of whatever kind or nature, either in law or in equity, which have arisen or may hereafter arise from Volunteer's activities on behalf of WGI. The Volunteer further waives any such claims, and covenants not to sue WGI or its related entities for any incidents or injuries which have arisen or may hereafter arise from volunteer's activities on behalf of WGI.

The Volunteer understands and acknowledges that this Release discharges WGI from any liability or claim that the Volunteer may have against WGI with respect to any bodily injury, personal injury, illness, death or property damage that may result from or be related to Volunteer's activities on behalf of WGI, whether caused by the negligence of WGI or its officers, directors, employees, agents, other volunteers or otherwise including third-parties. The Volunteer also understands that WGI does not assume any responsibility for or obligation to provide financial assistance or other assistance, including but not limited to medical, health or disability insurance, in the event of injury or illness.

2. MEDICAL TREATMENT.

The Volunteer does hereby release and forever discharge WGI from any claim whatsoever that has arisen, or may hereafter arise, on account of any first aid, treatment or service rendered, or lack thereof, in connection with the Volunteer's activities on behalf of WGI.

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3. ASSUMPTION OF THE RISK.

The Volunteer understands that the activities on behalf of WGI may include activities that may be hazardous to the Volunteer, including, but not limited to, loading and unloading of supplies and transportation to and from the event sites. In connection thereto, Volunteer recognizes and understands that activities at or performed for WGI may, in some situations, involve inherently dangerous activities.

The Volunteer hereby expressly and specifically assumes the risk of injury or harm in these activities and releases WGI from all liability for injury, illness, death or property damage resulting from the activities associated with or resulting from the Volunteer's activities on behalf of WGI or the work of others for or on behalf of WGI.

4. INSURANCE.

The Volunteer understands that WGI does not carry or maintain primary health, medical, life, or disability insurance coverage for any Volunteer. Each Volunteer is expected and encouraged to obtain his or her own medical or health insurance coverage.

5. MEDIA RELEASE.

The Volunteer further grants the Released Parties the right to photograph, record and/or videotape myself, at any WGI Event or activity, and further to display, edit, use and/or otherwise exploit my name, face, likeness, voice, and appearance, in all media, whether now known or here after devised (including, without limitation, in computer or other device applications online webcasts, television programming, in motion pictures, films, newspapers, and magazines) and in all forms including, without limitation, publication and use of Event results and standings, without compensation, residual obligations, reservation or limitation, or further approval, and I agree to indemnify and hold harmless the Released Parties for any Claims associated with such grant and right to use. The Released Parties are, however, under no obligation to exercise any rights granted herein.

6. PARTICIPANT PROTECTION.

The Volunteer shall follow all applicable laws and all actions taken by Volunteer must be consistent with federal, state and local laws. In particular, all laws concerning the

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protection and safety of participants in youth-serving organizations and WGI Code of Conduct must be adhered to strictly.

By signing, the Volunteer agrees that they have a personal and communal responsibility to help WGI keep participants safe and protect them from sexual, physical, and emotional harm. Each signatory agrees to avoid any perception of wrongdoing in their interactions with participants and to report any such actual or perceived wrongdoing by others to WGI.

7. Representations

The following representations and reporting requirements are an integral part of this Agreement. The undersigned represents that he/she has disclosed to WGI any Inappropriate Conduct as defined by this Agreement and which involved an event described in Paragraphs (a) – (d) below in the past. Going forward, if any Inappropriate Conduct as defined in this Agreement occurs after this Agreement is executed by the parties, or if any of the events described in Paragraphs A-D occur, then the undersigned must notify WGI immediately in writing.

For purposes of this Agreement, the term “Inappropriate Conduct” includes but is not limited to: (a) any non-consensual physical touching with any person; (b) any relationship of a sexual nature with a minor at which time the undersigned was an adult (c) direct or electronic communications of a sexual nature or harassing nature of any kind; (d) unwanted direct or electronic communications of a sexual nature or any direct or electronic communications of a harassing nature; or, (e) any other behavior which would violate any state or federal law related to sexual harassment or hazing. Inappropriate conduct is NOT limited to the adult-to-youth relationships. Inappropriate Conduct in any environment is subject to the representations required in this Agreement.

The undersigned hereby warrants and represents that:

1. I have fully disclosed the facts and circumstances of any situation to WGI’s Chief Executive Officer, in writing, if I have been the subject of an investigation or the named offender in any report or allegation involving inappropriate conduct.
2. I have fully disclosed the facts and circumstances of any situation to WGI’s Chief Executive Officer, in writing, if I have been terminated from a position, or had my contract not renewed, or had my volunteer status revoked due to any report or allegation involving inappropriate conduct.

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3. I have fully disclosed the facts and circumstances of any situation to WGI's Chief Executive Officer, in writing, if I have ever received a reprimand, ever been suspended (with or without pay), and ever had my teaching privilege or any license revoked related to any inappropriate conduct.
4. I have fully disclosed the facts and circumstances of any situation with WGI's Chief Executive Officer, in writing, if there is a record involving myself that exists which would contain any allegation of inappropriate conduct. The term "record" includes investigative reports, police reports that do not lead to arrest, public minutes from an administrative hearing; public minutes from a government meeting (such as a school committee, school board, town council, or any public hearing.)
5. I have fully disclosed any past incidents of a similar nature involving myself that could possibly tarnish the reputation of WGI, its participants and stakeholders.

8. REPORTING.

Effective communications and recordkeeping are essential to WGI's handling of incidents, accidents and/or unexpected occurrences that may occur at or within WGI programs. As such it is understood that the Volunteer is required to report any unexpected incidents or violations of the Code of Conduct involving participants, and where appropriate, assist in completing an Incident Report in accordance with the Incident Instructions form.

9. OTHER.

The Volunteer expressly agrees that this Release is intended to be as broad and inclusive as permitted by the laws of the State of Ohio and that this Release shall be governed by and interpreted in accordance with the laws of the State of Ohio. The Volunteer agrees that in the event that any clause or provision of this Release shall be held to be invalid by any court of competent jurisdiction, the invalidity of such clause or provision shall not otherwise affect the remaining provisions of this Release which shall continue to be enforceable.