

# USA Shrimp Contest, LLC 2018 Volunteer Handbook & Policy Manual

## Table of contents:

Our Mission	2
Introduction	2
Responsibilities	2
Volunteers	2
Qualifications	2
Training/Meeting Requirements	2
Commitment	2
Evaluation	2
Communication	2
Volunteer Time Records	3
Termination	3
Program Policies	3
Confidentiality	3
Professionalism	3
Safety	3
Harassment and Discrimination	4
Volunteer Acknowledgement	4

## Our Mission & Introduction

USA Shrimp Contest is a non profit organization found and created with an idea of to bring and introduce these exotic beautiful Shrimp to the US Aquatic hobbyist.

What is a better way to promo these other than an international event contest. A show case of most rare and exotic shrimp around the world under one roof, well known Aquatic Experience.

### Responsibilities:

- ✓ Remember that being a volunteer is a serious commitment
- ✓ You are consistently representing all the sponsorships at all time
- ✓ To observe the policies and procedures of the USA Shrimp Contest at all time
- ✓ To make an effort to attend group meeting and training
- ✓ To kept and commit to your volunteer scheduled as assign to you.
- ✓ Be and look presentable while on assignment

### Absence & Tardiness

The positions that volunteers fill are critical to the organizer and the event. If you fail to show up or report at your assigned scheduled others must take on the tasks you were expected to accomplish

### Volunteers & Qualifications:

- ✓ Possess open, Nonjudgmental attitudes
- ✓ Demonstrate good communications skills
- ✓ Possess the ability to take the initiative in conversations Never been accused of physical or sexual abuse or neglect Be neat and clean in appearance
- ✓ Ability to commit and carry his/her volunteer assignment thru
- ✓ Team work attitude

### Training/Meeting Requirements:

Must keep up with update information on each new volunteer assignment

### Commitment

Volunteer are asked to commit on his/her assigned volunteer scheduled

And need at least 30 days advance notice for any change

### Evaluation

The evaluation will provide all concerned with the opportunity to discuss goals

And effectiveness. More important, if used in a positive manner

### Communication

Your are encouraged to submit suggestion, ides, and comments and feedback

## Volunteer Time Records

Please keep track of your participation of volunteer for your own records

## Termination

When a volunteer does not comply with the standards and policies of USA Shrimp Contest, LLC They will be discharged and ask to leave the event.

A meeting between the organizer will be held and discuss the issue after the event at later time. If the issue cannot be resolved, the volunteer will be asked to depart the program for the good

of the organization and will not be able to rejoin or return to the event.

## Program Policies

Violation of any one of these rules may result in your immediate release from your assignment and the Volunteer program.

Never bring any weapon to any of your volunteer assignment

Never show up on your assignment under or in possession of drugs or alcohol, or show sign of these symptoms

Never have confrontation with consumer, staff member or volunteer member

## Confidentiality

It is mandatory that all information be held in the strictest CONFIDENCE at all time, until other wise

## Professionalism

Your attitude toward everyone must be professional at all time.

You have a commitment to the assignment position, to organizer, and to your volunteer team

And all of us who work the program. Dissension is expected to be handled diplomatically. If

Mediation is required, we will act swiftly and fairly for all concerned. All decision from organizer

Are consider final.

## Safety

You as a volunteer share responsibility and maintaining a safe work environment.

Ensure a safe work environment and to comply with federal, state and local safety regulations.

In turn, you are expected to obey safety rules and to exercise caution in

All of your volunteer work activities. You are asked to report any unsafe conditions.

Any accident, which results in injury, regardless of how insignificant, must be reported promptly to the organizer member.

## Harassment and Discrimination

Each volunteer is personally responsible for maintaining such a friendly work environment free of discrimination. Harassment of any forms are prohibits, words, jokes, actions, comments base on an individual's race, sex. Sexual preferences, ethnic background, age, religion, physical condition, or other legally protected characteristic. Any conduct or action, whether overt or subtle, which creates an offensive of hostile work environment is prohibited and will be ground for immediate disciplinary action and may lead up to termination of volunteer status

## Volunteer Acknowledgement:

I am in receipt of the USA Shrimp Contest, LLC Volunteer Handbook Policies & Procedures Manual

I also understand that from time to time there may be revisions to the USA Shrimp Contest, LLC Volunteer Handbook Policies & Procedures Manual. Such revisions will require the prior approval of the Organizer Committee and will be communicated to all volunteers

I have entered into my volunteer relationship with the USA Shrimp Contest, LLC voluntarily and acknowledge there is no specified length of volunteering. Accordingly, either the USA Shrimp Contest, LLC Organizer or I can Terminate the relationship at will, with or without cause, at any time.

Furthermore, I acknowledge that this is manual is neither a contract of employment or volunteering, nor a legal document. Although some or all of the policies and procedures may have been explained to me verbally,

I understand that it is my responsibility to fully read and comply with the policies contained in this handbook and

Any revisions made to it.

.....  
Volunteer's Signature and Date

.....  
Print Name