



## Sportsman Education Program Volunteer Support Staff Record Form

The following information is provided to all New York State Department of Environmental Conservation Sportsman Education Program (SEP) volunteers with the goal of presenting oneself in a positive and professional manner while assisting DEC certified SEP instructors and in representing the Department of Environmental Conservation.

The SEP is committed to the safety and protection of all individuals, regardless of age, while participating in the SEP. The conduct of instructors and volunteers acting on behalf of the SEP can influence individuals taking SEP courses. Therefore, it is imperative that SEP instructors and volunteers are conscious of their actions and conduct themselves in a positive and professional manner.

It is important that all instructors and volunteers are aware of the responsibilities that accompany the SEP. The following *Guidelines for Student Protection* apply to all instructors and volunteers that represent the SEP and interact with students in both a direct and/or unsupervised capacity in any SEP course.

### Guidelines for Student Protection

SEP volunteers should be aware of their own and other persons' vulnerability, especially when working alone with students, and be particularly aware that they are responsible for maintaining physical, emotional, and sexual boundaries in such interactions. All covert or overt sexual behaviors with those for whom we have responsibility must be avoided. This includes seductive speech or gestures, as well as physical contact that exploits, abuses, or harasses. A safe environment must be provided for all participants at all SEP courses.

SEP volunteers must show prudent discretion before touching a student, and be aware of how physical touching will be perceived or received, and whether it would be an appropriate expression of greeting, care, concern, celebration, or instruction. SEP instructors and volunteers are prohibited at all times from physically disciplining any student.

Physical contact with any student can be misconstrued both by the recipient and by those who observe it, and should occur only when completely nonsexual and otherwise appropriate, and never in private.

### Sexual Harassment

**Definition:** Unwelcome sexual advances, requests for sexual favors or other verbal, nonverbal or physical conduct of a sexual nature, including sexually offensive remarks or jokes and unwanted touching.

**Prevention:** Sexual harassment will not be tolerated in the SEP.

**Action:** Dealing with sexual harassment by instructors

1. Identify behavior and explain why it is inappropriate
2. Explain behavior will not be tolerated
3. If repeated, report to the Regional SEP Coordinator or call the DEC SEP office at: 1-888-486-8332.

### Discrimination

**Definition:** To treat someone differently or unfairly based on their characteristics or show bias based on prejudice or stereotypes. It is illegal to discriminate against anyone based on their age, race, color, religion, national origin, gender, disability or sexual orientation.

**Prevention:** Discrimination in any form, treating any student, volunteer staff or instructor in a different manner or singling a person out in a way that focuses attention on their age, race, color, religion, national origin, gender, disability or sexual orientation will not be tolerated by the SEP.

**Action:** Dealing with discrimination by instructors

1. Identify behavior and explain why it is inappropriate
2. Explain behavior will not be tolerated
3. If repeated, report to the Regional SEP Coordinator or call the DEC SEP office at: 1-888-486-8332.

## Guidelines to Protect SEP Students

- **Two-deep instruction.** A minimum of two SEP volunteers are required for all classes and field and range exercises. At least one of the volunteers must be an instructor.
- **No one-on-one contact.** One-on-one contact between instructors and students is not permitted. In situations that require personal conferences, such as test review and evaluation, the meeting is to be conducted in full view of other students. Never meet alone with a student before, during or after class.
- **Understand appropriate physical contact.** There are times when physical contact is both necessary and appropriate, such as assisting a student in assuming proper shooting positions. Such coaching should be done in the full view of other SEP instructors, volunteers or students. It is also best to explain what action will be taken before doing it. For example, state "I am going to put my hand on your shoulder to help you get the proper gun mount", before you place your hand on their shoulder.
- **Respect privacy.** Volunteers must respect the privacy of students in situations such as restroom breaks. Volunteers should take steps to ensure their own privacy in similar situations.
- **No hazing.** Physical hazing and initiations are prohibited and may not be included as part of any SEP course.
- **Appropriate correction and discipline.** Discipline used in SEP courses should be constructive and reflect the values of the SEP. No instructor should ever intentionally embarrass a student or expose him or her to ridicule. Corporal punishment (physical punishment, such as hitting) is never permitted.
- **After the course.** A minimum of two SEP volunteers must remain at the course location until all of the students under age 18 who require transportation have been picked up by a parent, guardian or authorized designee of a parent. At least one of the volunteers must be an instructor.

## Guidelines for SEP Volunteers

- Illegal possession and/or illegal use of drugs is prohibited. The use of alcohol or tobacco products when working with students is also prohibited.
- Accepting gifts from students or offering gifts to students is prohibited.
- SEP volunteers may not disclose homework and exam information outside the course.
- SEP volunteers may not solicit non-SEP promotions.
- SEP volunteers may not present conflict of interest as defined as involvement in outside activities that might conflict with the purpose of the SEP.
- SEP volunteers will not make slanderous remarks (about the DEC, the SEP, animal advocacy groups, etc.).
- SEP volunteers are not authorized to transport students unless given special authorization from the SEP instructor.

## Understanding of the Guidelines

- I promise to strictly follow the rules and guidelines in this *Guidelines for Student Protection* as a condition of my providing services to the students participating in the SEP.
- I understand that as a person working with and/or providing services to students under the auspices of the SEP, I am subject to a criminal history background check, an environmental violations background check, and a sex offender registry check.
- My signature on this form confirms that I have read this *Guidelines for Student Protection* and that as a person working with SEP students, I agree to follow these standards. I understand that any action inconsistent with this *Guidelines for Student Protection* or failure to take action mandated by this *Guidelines for Student Protection* may result in disciplinary action up to and including removal from any further assistance with the SEP.

**New York State Department of Environmental Conservation  
Sportsman Education Program Volunteer Support Staff Record Form**

This form must be completed for each volunteer worker. Once signed by the Division/Regional designees, the form is to be retained in the Central/Regional Office and forwarded to the Bureau of Personnel on an annual basis. The information on this form is necessary to be certain that volunteers are covered by the Workers' Compensation Law.

Questions concerning this form may be directed to the Sportsman Education Program at 1-888-486-8332.

**Please print or type. Where choices are printed, circle the appropriate responses.**

<b>Name (as it appears on your driver's license).</b>			<b>Telephone No.</b>	
<small>Last</small>	<small>First</small>	<small>Middle Initial</small>	<b>Home:</b> ( ) -	
			<b>Cell:</b> ( ) -	
<b>Mailing Address</b>				
<b>City</b>		<b>State</b>	<b>Zip Code</b>	<b>County</b>
<b>Legal Residence (if different from above)</b>				
<b>Date of Birth</b>		<b>Gender</b>	<b>List other legal names you have used (maiden name, legal name change)</b>	
<small>Month</small>	<small>Day</small>	<small>Year</small>	<b>Male</b>	<b>Female</b>
<b>Volunteer Location</b>			<b>Dates of volunteer work. Enter beginning date. For end date, enter "continuing" or known end date.</b>	
<b>Region</b>	<b>County</b>		/ /	/ /
			<b>Beginning</b>	<b>Ending</b>
<b>City/State</b>		<b>Nature of work (use reverse side, if necessary)</b> Assist in the Sportsman Education Program under the direction and supervision of DEC certified Sportsman Education Instructors. List duties below:		
<b>Facility</b>				
<b>Employment (If presently employed, list employer. This information is required for possible Workers' Compensation Claims). Name, Address, Phone Number and Business of Employer</b>				
<b>Title and Duties:</b>				
<b>Name and Title of Supervisor:</b>				
<b>Additional Questions: Explain any "Yes" answers on the reverse side or on a separate sheet. (Not an automatic bar to volunteer)</b>				
Do you have charges pending in any court or conviction in any court for any crime which is a felony or any misdemeanor as described in the NY State Penal Law or for any offense (this includes D.W.I, but does not include minor traffic infractions)?				Yes No
Do you have charges pending in any court or conviction in any court for any misdemeanor crime associated with domestic violence (includes any misdemeanor involving the use or attempted use of physical force committed by a current or former spouse, parent or guardian of the victim by a person with a similar relationship with the victim)?				Yes No
Have you ever been ticketed, charged or arrested for a violation of the Environmental Conservation Law (even if dismissed) or convicted or signed a compromise of civil penalty for a violation of the Environmental Conservation Law?				Yes No
Are you under a court order restraining you from harassing, stalking, or threatening an intimate partner or child of such partner?				Yes No
Have you been discharged from the Armed Forces of the United States under dishonorable conditions?				Yes No

Are you a fugitive from justice?	Yes No
Are you an alien illegally in the United States?	Yes No
Have you ever had a pistol license or any application for such a license disapproved or had such a license revoked or cancelled?	Yes No

**Remarks or additional information ("Yes" answers require DEC approval):**

  
  
  
  
  
  
  
  
  
  

**In case of emergency, please notify:**

**Name:** \_\_\_\_\_

**Telephone Number: (Home)** \_\_\_\_\_ **(Work)** \_\_\_\_\_

**Volunteer: Read and sign this section:**

I understand that I am volunteering to assist in the Sportsman Education Program without compensation, under the direction and supervision of a certified NYSDEC Sportsman Education Instructor.

I have received a copy of "Guidelines for Student Protection" and agree to follow these guidelines, as well as the instructions of the certified instructor.

I have not had my Sportsman Education application disapproved or certification or volunteer status involuntarily suspended or revoked due to Law or Polices and Procedures violations or reasons other than inactivity.

I certify that the answers on this Volunteer Support Staff Record are correct to the best of my knowledge and belief and that a false statement knowingly made may be considered cause for termination of volunteer service.

I understand that as a person working with and/or providing services to students under the auspices of the SEP, I am subject to a criminal history background check, an environmental violation background check, and a sex offender registry check. I hereby authorize the Department of Environmental Conservation to investigate any information provided and/or requested on this application.

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

Requests for reasonable accommodations necessary to ensure full participation in the SEP program should be addressed to the Sportsman Education Administrator, 625 Broadway Albany NY 12233-4800 / 1-888-486-8332. The New York State Department of Environmental Conservation does not discriminate on the basis of race, color, national origin, gender, religion, sexual orientation, age, marital status, or disability in employment or provision of services.

**Personal Privacy Protection Notification**

The information you are providing on this application is being requested to meet the Department's legal obligations. It will be used in accordance with Section 96 of the Public Officers Law. Failure to provide the requested information may result in your disqualification as a volunteer. The information will be maintained by the Sportsman Education Program, Department of Environmental Conservation, 625 Broadway, Albany, New York 12233 / 1-888-486-8332.

**Approved by:**

**Certified Sportsman Education Instructor (print name)** \_\_\_\_\_

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**List additional instructor(s) who may supervise the volunteer listed on this form**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

<b>For DEC staff use only</b>			
<b>CBC</b>			
<b>ECAT</b>			
<b>SOR</b>			
	<b>Approved (Y/N)</b>	<b>Date</b>	<b>Initials</b>