

Volunteer Field Operations Handbook



ISLAND
TRAILS
NETWORK

This handbook is intended to be used as a guideline for sponsors of projects that involve Island Trails Network trail work.. These guidelines are to ensure the project/crew experience will be safe, positive, educational and productive.

ITN's Mission Statement

To develop, maintain and promote sustainable land and water trail systems and access throughout the Kodiak archipelago.

ITN's Vision Statement

To be an acknowledged expert resource on trails advocacy, action and education.

ITN's Contact Information

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Administrative HQ

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Mailing Address

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Project Coordinator:

The Project Coordinator is the person representing ITN who is responsible for the overall success of the project. Specific duties include project planning, logistics, making crew leader and trail crew assignments, upholding the administrative process with sponsors, directing the risk management program, and ensuring quality control of all work products.

Crew Leader:

They support trail crews in the following ways: volunteer training and development, volunteer education and training, ordering supplies/materials, pick-up and drop off of supplies/materials, assist with driving, technical assistance, work efficiency, time off, crew morale, conflict resolution, day to day direction, logistics, and problem solving. Trail Crew Leaders work for the project coordinator and hold either paid or volunteer positions depending on experience, skills, and need.

Crew Member:

Crew members actually accomplish ITN's work through trail development, maintenance and improvement under the direction of the Crew Leader. Much of ITN's education mission is inseparable from the work. Crew members gain experience with various types of work, build competence with all aspects of tools and equipment, learn the importance of efficiency while learning a positive work ethic. Other education activities may include reading, ecology, conservation, history, and site specific activities. Crews that camp on location generally conduct crew meetings after the end of an eight-hour day and hold activities to reflect on their day.

Chaperone:

When crews consist of unaccompanied minors, the chaperone can provide security, guidance and logistical support to trail crews during non-working hours. The chaperone may be a parent, educator, or other responsible adult as agreed upon by ITN and the Sponsor. The chaperone must have a valid driver's license and be at least 21 years old.

Emergency Contact:

The emergency contact will provide a link between in-field trail crews and their families, and be available 24/7 while crews are in the field. The Emergency Contact will at all times know how to contact the crew and may

be in daily contact at a predetermined schedule via radio, cell or satellite phone.

Project Sponsor Roles & Responsibilities

Our project sponsors work with us in a variety of ways. We really appreciate it when you as the sponsor participate in the project orientation on the first day. Your involvement in the crew orientation to the project helps to get things off on the right foot. Some sponsors do work directly with the crew, and others come out periodically to check the work and touch base with the crew. Whatever type of sponsor you are, it's important to us for you to keep the following guidelines in mind when working with ITN volunteers.

- **Our number one priority is the safety of all persons on or near the project site whether it's one of our crew members or the general public.** Any safety conditions related to getting to the project site or weather conditions that make the service we're providing unsafe are a concern as well.
- If you do choose to work directly with the crew it is important to remember that you consult the Team Leaders and that the Team Leaders guide the crew. In other words, give the Team Leader clear direction on what needs to be done and let them determine who on the crew will do it.
- We welcome sponsors to be a part of the learning process. When sponsors have an interest in participating in the education/training it is important for you to let the Team Leaders know.
- Communicate the importance of the work to crew members, and if they are doing a good job let them know.

Policies

There are four non-negotiable rules that are enforced with the crew members. If any one of these events take place it will lead to termination.

4 Nonnegotiable Rules These rules are enforced 24 hours a day seven days a week with ITN volunteers.

1. NO THREATENING BEHAVIOR, HARRASSMENT OR PHYSICAL VIOLENCE
2. NO STEALING
3. NO USE OR POSSESSION OF DRUGS OR ALCOHOL
4. NO SEXUAL CONDUCT

ITN Prohibited Activities

There are certain activities, including lobbying, political and advocacy activities prohibited during ITN operations. Furthermore, members, volunteers and staff may not engage in any conduct at any time in a manner that would associate ITN with the prohibited activities.

Activities include:

- Participating in efforts to influence legislation, including state and local ballot initiatives, or lobbying.
- Engaging in partisan political activities or other activities designed to influence the outcome of any election to any public office.
- Organizing a letter-writing campaign to Congress. Participating in, or endorsing, events or activities that are likely to include advocacy for or against political parties, political platforms, political candidates, proposed legislation, or elected officials.
- Voter registration drives. Organizing or participating in protests, petitions, boycotts, or strikes.
- Assisting, promoting or deterring union organizing. Impairing existing contracts for services or collective bargaining agreement
- Engaging in religious instruction. Conducting worship services.
- Providing instruction as part of a program that includes mandatory religious instruction or worship.
- Maintaining facilities primarily or inherently devoted to religious instruction or worship.
- Engaging in any form of religious proselytizing.
- Providing a direct benefit to a for-profit entity, a labor union, a partisan political organization, or an organization engaged in religious activities.
- Providing fund-raising assistance that does not provide immediate and direct support to a specific and approved direct service activity.

ITN's Risk Management Program

Philosophy

ITN believes that the people we work with are our most important asset. We are committed to ensuring that all our activities are carried out in such a way as to safeguard the health, safety, and welfare of anyone and everyone associated with, or affected by them. We will work to provide a safe and healthy working environment for all our employees and service members

There are significant elements of risk associated with the service work we do. ITN has taken reasonable steps to provide its participants with appropriate equipment, training and skilled leadership; however, we cannot “guarantee” the safety of our members or staff. We recognize that the same elements that contribute to the unique character of ITN’s field activities are what create risk. It is the responsibility of all to manage this inherent risk, prevent accidents, and reduce injury and illness.

Risk Management Goal

To improve the safety of ITN’s service members, staff, volunteers, events and programs as much as is possible in environments that will always contain inherent risk.

Risk Management Objectives

- Prevent all fatalities, disabling injuries and serious illnesses
- Provide leadership, expectations and appropriate training to staff, service members and participants to reduce and prevent occurrence of injury, illnesses and near misses
- Consult with employees and service members when any new or changed safety procedures are planned, introduced, and implemented
- Collect and analyze information on incidents, illnesses/injuries and near misses
- Review and assess effectiveness of ITN’s policies and procedures
- Continue to monitor industry practices and standards in like-organizations

Project Sponsor Role

We require organizations that we serve to implement suitable health and safety policies and procedures to ensure we meet our risk management goal.