Welcome to the Adaptive Sports Program New Mexico (ASPNM). The mission of ASPNM is to enhance the lives of children and adults with disabilities through recreation. ASPNM has a proud, 35-year history of providing adaptive sports programs for individuals with disabilities.

It is the policy of ASPNM to recruit, train, and retain outstanding volunteers and staff members (cumulatively “members”) who have the qualifications to successfully perform their assigned duties.

ASPNM’s ability to provide continuing leadership, technical competence, and service in its field depends on its members. The purpose of this handbook is to establish a code of conduct to create a safe and professional environment for all individuals affiliated with the organization.

**Smoking/Alcohol/Drug Use**

Use of alcohol, or illegal drugs, or being under the influence of alcohol or illegal drugs, while working or performing duties for during ASPNM programs is not permitted. Smoking while working or performing duties for ASPNM in the presence of program participants or other members is not permitted. If smoking is necessary, members are allowed to take reasonable breaks, out of the ASPNM uniform and at least 50 feet away from all ASPNM activities.

**Liability Coverage**

All staff and volunteers, while attending or participating in any ASPNM activities, are covered by liability insurance. This insurance is for liability only and does not provide medical coverage or other expenses. You are responsible for personal injuries sustained while teaching, or performing other duties for ASPNM. You may not collect Workers’ Compensation or Disability Insurance if injured while performing volunteer services.

**Safety, Accidents and Emergencies**

All staff and volunteers are expected to perform duties with the highest regard for the health and safety of themselves, other volunteers and staff members, program participants, the general public, and site personnel. While ASPNM works diligently to reduce risk factors for its participants and staff/volunteers, all involved parties should be aware that many ASPNM activities are inherently dangerous and that ASPNM cannot
guarantee the safety of those involved.

In the event of an emergency or accident, proper action should be taken immediately to reduce the severity of the incident. The ASPNM Incident Report form must be prepared immediately following an accident or injury and before the volunteer leaves the program site.

Safe Sport Commitment

ASPNM is committed to improving the development and safety of athletes and participants involved in the community we serve. ASPNM’s “Sport Protection Handbook” defines and describes policies relating to the development, implementation and internal review of effective athlete safety and misconduct prevention strategies. Everyone affiliated with ASPNM is expected to adhere to the policies outlined in the Sport Protection Handbook.

Background Check

All volunteers who interact with athletes and ASPNM leadership (staff and Board of Directors) are required to complete a background check every two years at their own expense. Further information regarding background checks can be found in the Sport Protection Handbook.

Code of Conduct

In addition to the policies described herein and the Sport Protection Handbook, members are expected to adhere to the policies outlined in the “Volunteer Commitment Form” and any other ASPNM guidelines and handbooks.