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## **Court Watch Volunteer Agreement**

In order to be a volunteer with OCTEVAW's Court Watch program, it is critical for you to be aware of and respect the dynamics of Domestic Violence Court (DVC), the mission, vision and values of OCTEVAW and the goals of the Court Watch program. Volunteers must be aware that they are representing themselves, the Court Watch program and OCTEVAW and professionalism is of the utmost importance.

In signing this document, the volunteer agrees to:

1. Abide by OCTEVAW's mission, vision and values.
2. Be aware that you are representing yourself, the Court Watch program and OCTEVAW when volunteering.
3. Adhere to all of OCTEVAW's organizational policies.
4. Abide by OCTEVAW's Conflict of Interest policy and inform Court Watch coordinator and/or Executive Director if conflict arises.
5. Maintain confidentiality about your experiences in the DVC except with fellow volunteers, the Court Watch coordinator and the Executive Director of OCTEVAW.
6. Demonstrate sensitivity to and an understanding of the dynamics of violence against women, woman abuse, sexual violence and intimate partner violence.
7. Be accountable to the Court Watch coordinator and the Executive Director of OCTEVAW.
8. Dress in a manner that reflects the seriousness of DVC.
9. Arrive on time to DVC and avoid disruptive arrivals and departures.
10. Show respect to the DVC players and practise Court Decorum rules (outlined in training manual).
11. Refrain from interacting with the defendant, complainant and/or supporters at all times.
12. Refrain from interacting with the defence counsel, Crown attorney or judge unless addressed directly.
13. Refrain from displaying emotions and impressions/assumptions during the proceedings – save it for debriefing with the Court Watch coordinator or with fellow volunteers.
14. Refrain from engaging in any activity other than listening, taking notes and filling out the Court Watch survey.
15. Commit to one (1) year of volunteering for the Court Watch program.
16. Attend at least one (1) DVC proceeding per month for the duration for the volunteer contract.
17. Complete Ottawa Victim Services' Court Accompaniment online training and attend Court Watch training sessions.



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18. Adhere to the guidelines for filling out the Court Watch survey (outlined in training manual).
  19. Provide your notes and copy of the survey to the Court Watch coordinator in a timely manner (no later than two (2) weeks after attending DVC).
  20. Track your own volunteer hours and submit them periodically to the Court Watch coordinator.
  21. Debrief with Court Watch coordinator and identify any issues encountered in the course of volunteering.
  22. Keep in mind that the Court Watch program is in its pilot stage and the structure of the program and its materials are subject to change – flexibility is key!
  23. Accept the ability of the Court Watch coordinator and the Executive Director of OCTEVAW to dismiss you as a volunteer should you fail to meet the expectations of the Court Watch program.

**Signature:**

**Print Name:**

**Date:**

**Witness (Executive Director or Court Watch coordinator):**