

# **Radley AC**

## **Volunteer Support Policy**

### **Introduction**

1. Without volunteers this Club, like many others would not function.
2. Radley AC therefore appreciate all those that give up their time, effort and other skills to assist the Club to function effectively and be successful.
3. All Radley AC's policies also apply to volunteers as do certain codes of conduct etc. In particular they should be familiar with the following policies; Health & Safety, Child Protection and Welfare, Equality & Diversity and Discipline & Grievance.

### **Who are the volunteers?**

4. Volunteers within this Club fall into the following main categories:
  - Administrators (including Officers and Committee)
  - Coaches
  - Officials
  - Team Managers

In addition to the above there may be others who will be treated in the same way as those listed above.

### **Recruitment**

5. Volunteers are welcomed from athletes, parents and other family members in addition to those from the local community.
6. Application to volunteer your services to the Club is necessary to ensure we manage and monitor all our volunteers appropriately in line with best practice. (See appendix A for volunteer application form).
7. For certain positions (such as Officers of the Committee etc.) they will need to provide a statement of their reasons for wishing to be appointed and be voted in at an AGM. Others are selected and appointed by the Committee or by self-selection (where "helpers" are needed to officiate etc). In these cases the volunteer form must be completed on appointment.
8. Those requiring Criminal Records Bureau (CRB) checks or other such checks because of the nature of their role e.g. coaches, officials, will be given these as part of the recruitment process.
9. Radley AC's Equality & Diversity policy will come into effect during this process.

### **Induction and Training**

10. New volunteers may need to be CRB checked prior to undertaking their activities – this may not be case if they do not have direct access to vulnerable adults or young people e.g. working in an administrative capacity.
11. All new volunteers will be provided with an induction pack which will contain, in addition to the role-specific information, the following generic information:
  - Club constitution
  - Health & Safety Policy
  - Club Flyer
  - Club Contacts list (as appropriate to role)
  - Code(s) of Conduct (as appropriate to role)
  - Job description (where one exists)

10. To ensure that volunteers feel supported and valued Radley AC offers any new volunteers:
- Support in the form of mentoring or job shadowing where possible;
  - Constructive feedback

### **Recognition and ongoing support**

11. The Club will endeavour to keep all volunteers informed of developments by means of the following communications:
- Newsletters
  - Noticeboard
  - Website
  - Coaches meetings
  - Other meetings e.g. forums
  - And other ways as deemed appropriate
12. In addition to the above, the Clubs volunteers are shown appreciation by:
- Being given recognition during National Volunteers Week each year,
  - Eligibility for a trophy (presented at the AGM) for non-athletic contributions to the Club.
13. All volunteers are encouraged to feedback to the Committee and/or others as appropriate with ideas on improvements to the functions and activities of the club etc.
14. Club volunteers will have a co-ordinator in the form of the following to which they can seek advice, support and guidance:
- Coaching co-ordinator
  - Officials Secretary
  - Chairperson/Clun Secretary

### **Payment/Expenses**

15. Those offering their time or other skills to Radley AC will not be paid - all help is voluntary.
16. Volunteers will however, be able to reclaim from the Club appropriate expenses in relation to their role as outlined in the job Description, on approval by the Committee.
17. Any unusual or high expense claims/outgoings should be approved by the Committee in advance of expenditure.
18. Any claims for expenses should be supported by receipts (where possible) or a signed declaration of the cost incurred.
19. The kinds of expenses incurred may include: cost of telephone calls, admin costs e.g. envelopes, postage, travel costs, cost of training courses to gain essential qualifications etc.
20. Expenditure for coaching and officiating qualification may be reimbursed after an agreed period of service to the Club but volunteers should also seek support from other funding sources first.

### **Insurance**

21. Those volunteering for coaching or officiating tasks will be covered by the insurance provided as part of the appropriate qualification once obtained.
22. Those without formal qualifications (helpers) will be under the supervision of a senior coach or official who will take responsibility for them. If they are in a coaching or officiating capacity (or likely to have any regular contact with children or vulnerable adults) they will need to be CRB checked prior to assisting.

# **Radley AC**

## **Volunteer Declaration Form**

Radley AC recognises the need to ensure the Welfare and Safety of all young people in sport. Volunteers are not permitted to have unsupervised contact with athletes without having completed the following form and received a CRB check (if required).

I can confirm that:

I have read and understood the following Club Policies:

- Athlete Protection & Welfare
- Health & Safety
- Equality & Diversity
- Disciplinary and Grievance
- Code(s) of conduct

and agree to adhere to the recommendations and adopt the best practice outlined therein.

I understand that I will not be able to commence my role as a volunteer until a satisfactory enhanced CRB disclosure check has been received (if required).

I am who I say I am, and attach evidence of my identity, which includes a photograph (e.g. Passport or new style driving licence).

I have received an induction pack which contains:

- Club constitution
- Health & Safety Policy
- Club Flyer
- Club Contacts list (as appropriate to role)
- Code(s) of Conduct (as appropriate to role)
- Job description (where one exists)

I am aware that if I need support from Radley AC I should seek this from the relevant volunteer co-ordinator.

Signed: .....

Date: .....

Print name: .....

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For Club use only

Form completed on:

CRB/ISA applied for:

CRB/ISA received:

Satisfactory: Yes / No