



VOLUNTEER POLICY

Wellingborough and District Athletic Club is an athletics club which promotes and encourages children and adults to fulfil their own potential.

The Club is run by volunteers who commit time and energy for the benefit of others, who do so freely, through personal choice and without expectation of financial reward. This policy sets out the basis of the relationship between the Volunteer and the Club.

Recruitment

We will use appropriate means to advertise for volunteers locally that take into account the principles of our Club policies. A DBS check will be done against any new Volunteer and every 3 years for existing Volunteers.

Induction and Training

If the Volunteer is to volunteer regularly at the Club (i.e. more than three times per month), an informal induction to the role will be provided. Volunteers will be asked to sign the Volunteer Agreement (annexed to this Policy).

There will be a trial period of 4 weeks to give the organisation and the Volunteer time to discover if they are suited to each other.

Expenses

The Club values its volunteers and wants to ensure that there are no barriers to volunteer involvement. However expenses are not given to volunteers for travel, or routine out of pocket expenses. Money will be refunded if the volunteer for example, buys equipment for the Club.

Support

The Volunteer Coordinator and other volunteers will offer support to the volunteers. There will be a briefing at the beginning of any formal event and a de-briefing at the end. The Volunteer Coordinator will support all volunteers as appropriate.

Insurance

The Club has a valid insurance policy which you are advised to read.

Resolving Problems

The relationship between the Club and its Volunteers is entirely voluntary and does not imply any contract. If your role as a Volunteer does not meet with the Club's standards as detailed in this Policy, you will be asked to cease volunteering for the Club. The Club does not need to give any explanation.

If you are dissatisfied with any aspect of how you are treated whilst volunteering with the Club, you are advised to follow the Club's Grievance Policy to lodge a complaint.



COPY VOLUNTEER AGREEMENT

VOLUNTEER AGREEMENT

Name of Volunteer:

All Coaches, Group Leaders, Officials and Volunteers working with Wellingborough and District Athletic Club are encouraged to work to high standards and adopt best practice where possible. In addition to their own standards, the Volunteer should comply with the following Club policies and procedures, copies of which will be provided to the Volunteer upon signature of this Agreement:

- Codes of Conduct
- Anti Bullying Policy
- Volunteer Policy
- Safeguarding Policy
- Equity Statement and Inclusion Policy

The Club will ensure that it's Volunteers are provided with a copy of each policy referred to above. The Club will listen to and respond to matters brought to it's attention by it's Volunteers and will support, where possible, their training needs.

I confirm:-

- That I have been provided with copies of the above policies and will comply with these when undertaking all aspects of volunteer work with Wellingborough and District Athletic Club;
- That I consent to Wellingborough and District Athletic Club contacting me using the personal data provided on my membership form (if applicable), to notify me about forthcoming volunteering opportunities and to request my assistance with the same. I also further consent to Wellingborough and District Athletic Club sharing my personal data with the Northampton Athletic Association, England Athletics and any other governing body to advise them of my status as a Volunteer.

Signed:

Date:

Reviewed: 09.01.2020

Issued by: Stephanie Welsford

Approved by: Strategy Committee

To be reviewed: 01 February 2022