

VOLUNTEERS POLICY

Issue 1, Doc Reference: MHVOLUN01



1 Statement of Policy

This volunteer policy sets out the principles and practice by which we involve volunteers and is relevant to committee, volunteers and members within the club. It aims to create a common understanding and to clarify roles and responsibilities to ensure the highest standards are maintained in relation to the management of volunteers and all associated activities.

2 Our Commitments

We recognise volunteers as an integral part of the club. Their contribution supports our mission and club development plan. We aim to encourage and support volunteer involvement to ensure that volunteering benefits the clubs activities, requirements, members and the volunteers themselves.

We are committed to offering opportunities for volunteering, encouraging a diversity of people to volunteer with and for us, including those from under-represented groups such as youth, people with disability, older people and people from black and minority ethnic communities.

3 Who is a volunteer?

Volunteers are individuals who undertake activity on behalf of Mallusk Harriers, unpaid and of their own free choice. A volunteering club activity is defined as:

- Being undertaken freely, by choice
- Is undertaken to be of public/community benefit
- Is not undertaken for financial gain.

Work experience placements and internships are not the same as volunteering.

Volunteers may be involved as a one – off, short term, long term, regular basis. They may be involved:

- In a direct specific club committee role
- As a coach within the club
- Involved in community engagement activities such as C25K and fundraising
- Involved in races, events and promotional activities

- Representing the club in community events

Volunteers are valued for:

- Bringing additional skills and new perspectives to the club
- Enabling the club to deliver community engagement
- Championing Club goals within the wider community
- Enhancing club's delivery of services and support across members and the wider community
- Promoting the wellbeing of members, club activities, local community and themselves

4 Roles and Responsibilities

All committee members have pre-determined role descriptions including duties and responsibilities. Other volunteers are given volunteer induction documents which are specific to roles or activity requirements. Committee volunteers are managed by the Committee Management team, casual adhoc volunteers are managed by the activity or project leader.

The volunteer role is based on trust and mutual understanding. There is no enforceable obligation, contractual or otherwise, for the volunteer to attend or to undertake particular tasks.

However, there is a presumption of mutual support and reliability, Reciprocal expectations are acknowledged – both of what the club expects of volunteers and what volunteers expect of the club.

The club expects volunteers:

- To be reliable, honest and have a professional attitude
- To uphold the club's values and comply with club policies
- To make the most of opportunities given, e.g. for training
- To contribute positively to the aims of the club and avoid bringing the club into disrepute
- To carry out tasks within the agreed guidelines

Volunteers can expect:

- To have clear information about what is and is not expected of them
- To receive adequate support and training
- To be treated with respect and in a non-discriminatory manner
- To receive opportunities for personal development
- To be recognised and appreciated
- To be able to say no to anything which they consider to be unrealistic or unreasonable
- To know what to do if something goes wrong

5 Recruitment and Selection

Equal Opportunities principles will be adhered to when recruiting volunteers. Opportunities for committee roles will be advertised within the club on an annual basis. Other volunteer roles will be advertised when the needs arise.

For roles which involve contact with young people or adults at risk, volunteers will be required to complete a safe guarding course. All serving committee members will be required to disclosure check. All disclosures are dealt with in the strictest of confidence.

6 Induction and Training

Volunteers will be given induction and training appropriate to the specific task to be undertaken.

7 Support and Supervision

Volunteers will be offered support and supervision as appropriate and this is discussed during induction. Arrangements may vary according to the volunteer and the role undertaken.

8 Recognition

Volunteers will be given the opportunity to share views and opinions. This will vary from feedback forms, meetings or one on one discussions.

8 Dealing with problems

The club aims to treat all volunteers fairly, objectively and consistently. It seeks to ensure that volunteer's views are heard, noted and acted upon promptly.

The club will attempt to deal with any problems informally and at the earliest opportunity. All volunteers will have a named person to whom they can talk to in the case of any difficulty. Where informal resolution is not possible, the club's complaints policy will be adhered to.

Volunteers will be made aware of the club's complaints policy and how to use it. They will also be made aware of how inappropriate behaviour by volunteers will be addressed by the club.

9 Expenses

Volunteers will be given clear information about what expenses can be claimed and how to make a claim.

9 Moving On

When volunteers move on from committee roles they will be asked to provide a handover document for their replacement. Adhoc volunteers will be asked to provide feedback for improvements.

9 Other relevant documents

Club policies relevant to volunteers include: Safeguarding, Social Media, Complaints, Equal Opportunities, Risk Assessment, Health and Safety, Disability Inclusion. All current policies will be available on the club website along with The Conduct Code and The Club constitution.

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Date:

Signature: Chair

Signature: Secretary

Mallusk Harriers Volunteer Welcome

Welcome

Volunteers provide coaching, officiating and the organisation of athletics events and team management. The club could not exist without these volunteers. Club members compete as individuals and as part of teams in local, regional and national competitions. Our senior athletes have more diverse needs and we work to meet their aspirations, from improving the performance of athletes who regularly compete, to enabling a safe environment for non-competing members who enjoy running. As mentioned the Club has a very successful Couch to 5k program, 'Run Newtownabbey' that provides structured group running advice and support for adult beginners.

The club has been run by volunteers since it's birth, with the support of the local community in volunteering we have been able to build a strong bond across our community.

Supporting You

We realise that when you first start volunteering with us, you might not know exactly what to do or who is the best person to help. We have identified:

<Name> <Role> <Contact details>

as the best person to help you. (S)he will provide you with an induction so that you know how to carry out your role, are introduced to colleagues and you know what to do if you encounter a problem. You can also contact this person if you have questions about the role after induction.

The person looking after the wider work of volunteers is:

<Name> <Volunteer Co-ordinator or alternative title> <Contact details>

(S)he will contact you from time to time to hear how things are going and to update you on general matters of interest to volunteers. You can also contact her/him about general matters relating to volunteering.

Just as we seek to support you in your role, it is important to understand that we also rely on you. If you are unable to carry out your volunteering role, for whatever reason, please contact <role holder> by <e-mail or telephone details> as early as possible to enable them to make alternative arrangements to get the work done.

Developing You

Regardless of your role, there are certain policies that you must put into practice. These are important to the well-being of everyone and we strongly encourage you to read the list of policies as identified within the induction plan as soon as possible.

These policies, and others, will be discussed at induction. If you have any questions arising from these policies, please ask the person inducting you.

It may be the case that you will need to undertake some training to help you carry out your role well. This can take the form of someone within the organisation mentoring you, opportunities for training sessions within the organisation or occasionally via external training events. This will be discussed with you at induction and periodically by the Management Committee

Expenses

It is possible that you may incur expenses in carrying out a task requested by Mallusk Harriers. The agreement and approval of expenditure must be confirmed by the Club Treasurer in advance before this is done

Key Dates

Every year there are some key dates in the club calendar for volunteers. In the coming year, these will be discussed at Committee Meetings for due notice.

Chair: Alex Davidon

Secretary: Lee-Anne Skillen

Mallusk Harriers Volunteer Checklist



The first priority for any new volunteer is to receive an induction before they start their role as soon as possible. For adhoc volunteers for events, induction meetings or communications will replace the below list. New committee members will be required to have handover inductions. The below table contains a range of areas that require induction within the context of each volunteering role.

What	Who	When & Where	How
About the club <ul style="list-style-type: none"> ▪ Club aims ▪ Structure teams/management ▪ Importance of Volunteers ▪ Outline of yearly activities and timelines 	Chairperson / Club Secretary	As part of the first committee meeting	Meeting
Premises / Training Grounds <ul style="list-style-type: none"> ▪ Hub facilities, parking, Fire exits, toilets ▪ Training facilities 			
The Role <ul style="list-style-type: none"> ▪ Outline of volunteer role, tasks involved ▪ Outline of team and other roles ▪ Boundaries of role / Expected conduct / Confidentiality ▪ Dealing with Difficulties ▪ Risk Areas ▪ Health & Safety ▪ Club Policies 			
Training and Support <ul style="list-style-type: none"> ▪ Additional Resources / Equipment ▪ Role Handover ▪ Training ▪ Guidance 			

