

# Volunteer Policy

The club recognise the valuable contribution that volunteers make to the team.

Involving volunteers will enhance our ability to deliver a quality service.

The club will ensure -

- that the contribution made by volunteers will not encroach on the work of instructors
- that volunteers are clear about the tasks they are asked to perform

## Recruitment

All volunteers will be selected as follows:

- A request for volunteers will be passed to the Volunteering Development Officer
- Volunteers will be sent an volunteer recruitment pack to include:
  1. A volunteer application form (as illustrated in APPENDIX A)
  2. Person specification – outlining skills and experiences required (as illustrated in APPENDIX B)
  3. Task Description – outlining what a volunteer is being asked to do (as illustrated in APPENDIX C)
- Volunteers will be invited to attend a selection interview to –
  1. explain and discuss the voluntary opportunity
  2. explore the volunteer's skills and interests
  3. explore any training needs (i.e., child protection courses, vulnerable adult courses, working with disabilities courses, instructor awards in our specific Shaolin Systems)
  4. give the volunteer the opportunity to ask questions
- Volunteers will be asked to give the names of 2 character referees who will be contacted prior to commencement of voluntary work.
- If, following the recruitment process, it is felt that a voluntary opportunity is not suitable for a specific volunteer the volunteer will be contacted as soon as possible, and referred to the Volunteering Development Officer, who will endeavor to find a more suitable voluntary opportunity.

## Equal Opportunities

The club believes that volunteering is an option that should be available to everyone irrespective of their gender, race, beliefs, disability, mental or physical health, religion, sexuality or age. See the Equity Policy Statement.

## Diversity

The club is firmly committed to diversity in all areas of its work. We believe that we have much to learn and profit from diverse cultures and perspectives, and that diversity will make the club more effective in meeting the needs of all our members.

We are committed to developing and maintaining a club in which differing ideas, abilities, backgrounds and needs are fostered and valued and where those with diverse backgrounds and experiences are able to participate and contribute

## Expenses

Volunteers will not suffer financial loss by volunteering at the club. Actual out of pocket expenses will be reimbursed.

Why pay expenses?

- \* Paying expenses to volunteers is an essential element of good practice
- \* The payment of expenses ensures that volunteering is open to everyone
- \* Clubs will benefit from the skills and abilities of all sections of the community
- \* If a club does not pay expenses it cannot claim to be promoting equal opportunity

What expenses should be paid?

- \* Fares to an from the club or place where the volunteer is involved
- \* Cost of travel incurred in the course of voluntary work
- \* Any out-of-pocket expenses e.g. telephone calls
- \* Mileage – at an agreed rate for volunteer drivers
- \* Meals taken in the course of voluntary work (it is worthwhile setting an upper limit)

If it is impossible to refund expenses, this should be made clear prior to a volunteer becoming involved in the club. This situation should be reviewed as soon as possible and the cost of expenses for volunteers included in budgets and future funding applications.

It is important only to reimburse the actual amount spent on travel or out-of-pocket expenses. Any amount over and above this could lead to difficulties for the volunteer and the club e.g. with the Benefits Agency, Tax Office, etc.

It is important to be aware of current legislation with regard to volunteers in receipt of any benefits and also the situation regarding volunteer drivers claiming travel costs. You can contact you local Volunteer Bureau which will have up to date information and leaflets covering these issues.

### **Training/Induction**

Volunteers will receive induction, training and other learning experiences to enable them to improve their work performance, taking into consideration the needs of the club and the resources available. The purpose of induction is to welcome volunteers into the club and make them feel a valued addition to the team. Also give them the information they need and explain policies and procedures

### **Support and Supervision**

Volunteers will have a 'named person who will be responsible for induction, and regular support meetings where any difficulties or issues can be discussed. In the event that difficulties arise that cannot be solved through support meetings, then the club committee members should be informed.

### **Insurance**

The club will ensure that all volunteers are covered by adequate insurance.

### **Health and Safety**

The club has a duty of care to avoid exposing volunteers to risk, and will carry out risk assessments and ensure that volunteers are provided with relevant information during induction. For more information see the Health and Safety Policy

### **Confidentiality**

The club will ensure volunteers are aware of their responsibility for maintaining the confidentiality of all privileged information to which they are exposed while volunteering at the club, whether this information involved instructors, students, other volunteers, or other persons, or involves the overall business of the club.

**APPENDIX A**

**VOLUNTEER APPLICATION FORM**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Post Code: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Tel No: \_\_\_\_\_ Email: \_\_\_\_\_

Emergency Contact Name and Telephone No: \_\_\_\_\_

\_\_\_\_\_

Medical conditions? (E.g. Asthma) \_\_\_\_\_

Disability - Do you have any requirements in respect of a disability that we need to be aware of in order to support you as a volunteer?

Yes  No

If yes, please give details: \_\_\_\_\_

\_\_\_\_\_

Briefly tell us why you are interested in volunteering.

\_\_\_\_\_

\_\_\_\_\_

Have you been involved in sports volunteering before? Yes  No

If yes, please give brief details: \_\_\_\_\_

\_\_\_\_\_

Availability

Please indicate when you are generally available to volunteer: \_\_\_\_\_

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Training

The club can provide volunteers with a comprehensive training courses at a very reduced cost (subject to availability). Please indicate which courses you would be interested in:

Child Protection	<input type="checkbox"/>	Injury Prevention	<input type="checkbox"/>
First Aid	<input type="checkbox"/>	Disability Awareness	<input type="checkbox"/>
Drugs Awareness	<input type="checkbox"/>	Equity	<input type="checkbox"/>

All volunteers must undergo a CRB clearance and supply two references plus two passport photographs before they can volunteer with \*.

Have you been CRB cleared: Yes  No

If yes, through which organisation: \_\_\_\_\_

Photographs enclosed: Yes  No

References – Please give the names of two people who we may contact for a reference on your ability to carry out the volunteering duties.

Name: Post Title: Address:  Tel No: Email:	Name: Post Title: Address:  Tel No: Email:
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Signature: \_\_\_\_\_

Many thanks for completing this form. An instructor from the club will contact you to discuss this form further and to arrange suitable days and times for your volunteering activities if relevant to the roles required.

**APPENDIX B**

**PERSON SPECIFICATION**

Kung Fu/Tai Chi/Chinese Staff/Bo Jutsu Assistant Instructor/Instructor

<b><u>Attributes</u></b>	<b>Essential</b>	<b><u>Desirable</u></b>	<b>Measured</b>
Skills/ Ability / Knowledge	<p>Ability to attend regular classes and grade at regular intervals in order to obtain an assistant instructor/instructors grade after a minimum of 1 year.</p> <p>Good organisational skills</p> <p>Good motivational skills</p> <p>Good communication skills</p>	Knowledge of Martial Arts	Grading Assessments
Relevant Experience	<p>Coaching experience with young people</p> <p>Understanding of Child Protection Issues</p>	Experience of working with community groups and the voluntary sector	Individual Assessments
Education / Training / Qualifications	Not applicable as in house training will be provided	First Aid/Child Protection/Disability Awareness/Equity/Injury Prevention Qualifications	Certificates
Working Arrangement and Availability	Ability to travel to sessions at various venues over the period of training	NA	Individual Assessments

**APPENDIX C**

**TASK DESCRIPTION**

**Role Outline: Kung Fu/Tai Chi/Chinese Staff/Bo Jutsu Volunteer**

**RESPONSIBLE TO:** The Club Owner

**SKILLS REQUIRED:**

- Approachable and Good Listener
- Confident and Effective Communicator
- Great organisation skills
- Ability to delegate duties.
- Enthusiastic and a good motivator

**MAIN DUTIES**

- 1) Instruct martial arts to all age groups once qualified.
- 2) Get to know all club members and potential members by name.
- 3) Adhere to all policies that the club holds

Time Commitment: .....

Club Name: .....

Volunteer Name: .....

Volunteer Contact: .....