(Insert club name)

**Volunteer Policy**

**Values**

(Insert club name) values the involvement of volunteers in our work because they help reflect the interests, needs and resources of the community we aim to serve, and bring a unique perspective on all our work. (Insert club name) benefits from the skills, experience and enthusiasm of volunteers and we believe that volunteers should also gain personal benefits from the experience too. (Insert club name) strives to create a diverse and inclusive organisation within a diverse and inclusive community. Therefore, we are committed to ensuring equality of access to high quality volunteer opportunities and equality of treatment for our volunteers in all our policies and practices.

**Preparation and Planning**

All volunteers are provided with a written role description, outlining the purpose, tasks and main expectations of their role. We will endeavour to provide adequate and appropriate facilities, equipment and resources that are essential to you fulfilling your role. The (Insert club person’s role)will be responsible for the management, supervision and training of volunteers. (Insert club name) will reimburse out of pocket expenses when claims are submitted on a standard expenditure form and accompanied by receipts.

**Recruitment and Selection**

(Insert club name) is committed to serving and being represented by the whole community. Volunteer opportunities are widely promoted throughout (Insert club name), and we will endeavour to make recruitment and selection materials available in a format accessible to any individual or group, upon request. Furthermore, (Insert club name) regularly reviews the make-up of the volunteer team to identify and target any under-represented group(s). (Insert club name) implements a fair, effective and open system in the recruitment and selection of volunteers and treats all information collected in this process confidentially. All potential volunteers will go through a recruitment and selection process that is appropriate to the role offered, using registration forms, references and informal chats / interviews. Additional measures may be implemented depending on the nature of the volunteer role and police records checks are conducted where appropriate.

**Management of Volunteers**

All volunteers are provided with an induction within six weeks of commencing their voluntary work. The induction: provides background information on the Club; explains its structures and procedures; describes the volunteer role and outlines how s/he will be supported, including practical information on e.g. expenses. All volunteer placements are subject to a settling in period, the length of which depends on the nature and hours of the voluntary work. During this period volunteers are given additional support and a review meeting between the volunteer and his/her supervisor is held at the end of the settling in period to ensure that all parties are satisfied with the arrangement. In order to effectively monitor the work that volunteers do and how they are managed, a personal file is maintained for all volunteers, which includes: contact details and other relevant personal information; details of the application and selection process; agreements made; hours worked; records of support and supervision activities; training undertaken and any complaints or grievances made or received. Some of this information and other relevant information may also be recorded in computerised records. All such information is treated in accordance with the Data Protection Act (1998) and volunteers are entitled to inspect all such information pertaining to their own involvement.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Role: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Role: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_