

Volunteering Policy

Values

1. Club values the involvement of volunteers in our club and recognises volunteers as a core part of our team.
2. Insofar as the Club benefits from the skills, experience and enthusiasm of volunteers, we believe that volunteers should be able to gain personal benefits from the experience too.
3. The Club is committed to ensuring equality of access to volunteering opportunities and equality of treatment for our volunteers.

Preparation and Planning

4. The Club identifies roles for volunteers, which extend the opportunities for members at all levels to enjoy playing tennis and being members of the club.
5. All volunteers are provided with details of the tasks and duties required to fulfil their role.
6. All volunteers are covered by the Club's public liability insurance.
7. The Club endeavours to provide adequate facilities and resources to enable volunteers to fulfil their roles.

Recruitment and Selection

8. All volunteers will be assigned a role that is considered appropriate and well suited to them.
9. Additional measures including training (e.g. H&S, child protection, coaching) may be implemented depending on the nature of the volunteer role.

Management of Volunteers

10. All volunteers are properly briefed about the role to be undertaken and given all the necessary information to enable the volunteer to carry out the role with confidence.
11. Volunteers can contact the Chair/ experienced committee member/ junior co-ordinator or head coach at any time for further guidance and support.
12. Give new executive/ junior committee member outline of club structure.

Induction Procedure for Volunteers

The Club relies on members to volunteer for a range of roles - from assisting with events such as fund raising to roles which carry a significant level of responsibility. Some roles involve direct contact with sport, such as organising tournaments and assisting with junior activities. Officers on the Club Committee are also volunteer roles.

The Club seeks to operate an induction process which is appropriate to the type of role to ensure that volunteers are aware of what is expected of them, familiar with relevant policies and procedures, and guided and supported to carry out their duties.

This induction process is for volunteers whose roles carry a significant degree of responsibility in respect of players, or the running of the club as an organisation.

An induction session is normally conducted by an officer who has knowledge/ experience relevant to the volunteer role. It may cover one or more of the following:

1. Outline of Club Structure. Safeguarding Policy and other policies as appropriate
2. Outline of role and discussion of details. Resources available, including guidance/ support. Examination of appropriate paperwork (eg junior club nights, coaching assistant training)
3. Discussion of issues/ queries raised by volunteer
4. Agreement; Signature and follow up action

Checklist

Volunteer Policy

Code of Conduct for Volunteers

Safeguarding Policy

Procedures for recording accidents

Arrangements for training