

DAWLISH SWIMMING AND LIFE SAVING ASSOCIATION

Affiliated to the ASA. Swim21 Accredited President Norman Storey Founded 1865

Volunteer Policy

INTRODUCTION

Dawlish Swimming & Life Saving Association recognises the significant and valuable role that volunteers play in helping to achieve the club's objectives. This document provides a framework of best practice and procedures which the Club will follow when appointing, managing and supporting our volunteers.

DEFINITION

Volunteering is work for a not-for-profit organisation. A Volunteer may be described as an individual who puts their experience knowledge and skills at the disposal of the organisation. A Volunteer commits time, energy, expertise and skills for the benefit of others through their personal choice and without expectation of financial gain except for payment for actual out of pocket expenses.

AIMS

The Club is committed to maximizing the participation of volunteers in assisting young people to reach their potential and to maximizing the creation of opportunities for volunteer involvement. We will ensure that appropriate organizational structures, financial systems, mentoring and training are in place to support the effective participation of volunteers.

EQUAL OPPORTUNITIES

Dawlish Swimming & Life Saving Association recognizes that the activity of volunteering can provide a volunteer with experiences and opportunities for personal development. Volunteer placements will therefore be open to individuals irrespective of race, gender, disability, sexuality, age or marital status. All our volunteers will be given an equal opportunity to make a contribution to the future progress of the club and where appropriate will access training in order to develop the skills necessary to carry out their role effectively.

EXPECTATIONS

Dawlish Swimming and Life Saving Association volunteers can expect:

- to be valued as an individual
- to be respected for their individual knowledge and skills
- to have support, recognition, and encouragement
- to contribute to organisational development
- to have opportunities to discuss concerns
- to be reimbursed for expenses, travel, childcare etc. by prior agreement
- to be insured whilst carrying out Club duties
- to have clear guidelines within which to carry out duties
- to have a clearly defined task description for their role
- to be provided with training in order to carry out their task efficiently
- to work in a safe working environment

Dawlish Swimming & Life Saving Association expects its volunteers to:

- show commitment to the club
- treat colleagues, coaches and swimmers with respect
- have a flexible approach to their duties
- be sensitive and tactful with their dealings with parents and swimmers
- follow all procedures and guidelines
- respect confidentiality
- be reliable and regular in their attendance
- be prepared to undertake appropriate training
- carry out their tasks to the best of their ability

RECRUITMENT & SELECTION

In order to attract new volunteers to the club we will promote volunteer vacancies on the Swimming club notice board.

Volunteers will be appointed through the following process:

INITIAL MEETING

An informal meeting with the Club Volunteer Co-ordinator to discuss the requirements of the role, expected commitment and relevant experience. This is an informal meeting allowing questions and answers to be exchanged.

CRB DISCLOSURE

All volunteer posts will require volunteers to complete a CRB disclosure form.

ASA REGISTRATION

All volunteers will become members of the club and the ASA therefore they will be required to complete the ASA registration form and to sign and agree to a Code of Conduct. The registration fee will be paid by the Club.

REFERENCE

A reference may be sought. The referee should be able to comment on the volunteer's character and suitability to work as a team, the referee must not be a relative, taking up the reference will be the responsibility of the Volunteer Co-ordinator.

TRAINING AND DEVELOPMENT

The Club is committed to training all volunteers to develop the skills necessary to meet the requirements of the role. Volunteers will be expected to attend training and refresher courses to enable them to carry out their roles efficiently and effectively and to maintain best practice particularly within health and safety guidelines. All volunteers are expected to conduct themselves in a safe manner so as to avoid injury to themselves or others in their care.

TERMINATION

Where appropriate the role and placement of the volunteer may be terminated by the Swimming Club Committee immediately where behaviour equivalent to gross misconduct has occurred. In all cases the volunteer will be entitled to an explanation of the decision and action taken.