



# Scholes Cricket Club

## Volunteering Policy



We recognise that volunteers play a vital role within our club and that their contribution enables us to deliver our services. We want to ensure that there are good working relationships between paid staff and volunteers, and that volunteers are well supported.

- Our role is to encourage voluntary activity, and therefore we want to take a leading role in the involvement of parents and community residents as volunteers to help deliver our services.
- We need people from all walks of life and all communities, who can bring their different skills and experiences to our club.
- Volunteers bring a different perspective to the organisation.
- Volunteers can also help to extend the services we are able to offer.

### Who is a volunteer?

A volunteer is any individual who undertakes unpaid activities on behalf of our club of their own free choice. Volunteers may be involved in short or long-term activities or as a one off. Typical activities may include:

- Being part of our committee
- Coaching a team (adult or junior)
- Preparing Cricket Teas
- Landscaping

### Roles and Responsibilities

Each volunteer will be supported and supervised by a designated member of the committee. The designated committee member will provide guidance, support and supervision to the volunteer to ensure that the volunteering experience is a positive and rewarding one. The volunteer role is based on trust and mutual understanding. There is no contractual obligation for the volunteer to attend or to undertake particular tasks. However, there is a presumption of mutual support and reliability and a reciprocal set of expectations:

Volunteers can expect:

- To have clear information about what is and is not expected of them
- To receive adequate support and training
- To be insured and to volunteer in a safe environment
- To be treated with respect and in a non-discriminatory manner
- To receive reimbursement for reasonable expenses
- To have 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

The organisation expects volunteers:

- To be reliable, open and honest
- To uphold the organisation's values and comply with organisational 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 agreed guidelines
- To adhere to club's policies at all times



### **Recruitment**

Equal opportunities principles will be adhered to when recruiting volunteers.

Some roles may require checks such as DBS checks which will be undertaken in accordance with the latest guidance.

Where it is reasonable to do so we will be flexible with the tasks within role descriptions – e.g. where some tasks may be difficult for a person with anxiety, or to better fit the motivations of the individual.

### **Induction and Training**

Volunteers will receive a full induction which will include:

- 1) An introduction to other volunteers and staff members
- 2) A tour of the club with particular attention to the location of exits and the assembly point
- 3) A copy of the Volunteer Handbook containing copies of policies in respect of Health and Safety, Equal Opportunities and Safeguarding.

### **Support and Supervision**

Each volunteer will have a named supervisor. The supervisor is responsible for training and supervising the volunteer, as well as giving feedback and answering queries.

### **Confidentiality**

All volunteers are bound by the same requirements for confidentiality as staff, as laid down in any policy or by verbal instruction from their supervisor.

We are bound by the Data Protection Act to ensure that we treat volunteer information with respect. Only staff who need to see information for purposes related to volunteer involvement will be able to access it. We will not pass information on without permission.

### **Health and Safety**

We appreciate that all staff and volunteers have the right to work and volunteer in a safe environment. Therefore, all staff and volunteers must carry out their duties in line with Scholes Cricket Club Health and Safety Policy whilst engaged in their work/volunteering activity.

### **Diversity**

All volunteers will be expected to have an understanding and commitment to equal opportunities and diversity and should therefore ensure that they have read the Equal Opportunities Policy. Volunteers are expected to comply with this policy at all times.

Scholes Cricket Club is very sensitive to different cultures, lifestyles, backgrounds and languages and strives to ensure equality of opportunity to ensure that individuals are given equal access to information, services etc and requires all staff and volunteers to follow these principles. We will strive to provide extra support and make reasonable adjustments, if needed, for volunteers with additional needs including disability, language or mental health.