



# FROME NETBALL CLUB

Website: [www.fromenetballclub.co.uk](http://www.fromenetballclub.co.uk)  
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## Volunteer Policy

### **Aims and Principles**

Frome Netball Club consists of both Senior and Junior Sections.

The Club is supported throughout by volunteers who are involved at all levels from coaching, umpiring, administration and being responsible for the welfare and safety of all members of the club whether training or competing.

Without Volunteers, Frome Netball Club would not exist.

### **Recruitment and Selection**

The process of recruiting and selecting the appropriate Volunteers is of very high importance. Volunteer roles are generally aimed at key specific positions (Coaching, Umpiring, Safeguarding, Treasurer etc.) but are always looked at in relation to the wider responsibility of the individual towards the members, the club and the community.

The responsibility for the appointment and monitoring of a volunteer is seen as a joint function of Frome Netball Club Committee with itself and other club members.

### **Security and Screening**

Frome Netball Club has a safe recruitment procedure. All those who hold positions which require them to have direct involvement with Young People will have to undergo the following process & checks:

- Enhanced DBS disclosure
- Verification of reference from other places the person may have volunteered (if new to the Club)
- Agreement to abide by Frome Netball Clubs Code of Conduct – Coaches, Officials and Volunteers which clearly outlines the expectations of each volunteer.

### **Induction and Training**

During your first month with the club – we will explain/ give you copies of:

- Your role and responsibilities as the volunteer
- A list of Management Committee members including our Volunteer co-ordinator & Safeguarding Officer.
- Copies of all the relevant policies including this Volunteer policy.
- A copy of the clubs constitution
- Essential procedures i.e. timekeeping, accident reporting and emergency procedures.
- Induction training and details of ongoing training as required
- Information about the relevant Code of conducts – of which you may be asked to sign.
- Other information as appropriate.

A review will be made after an agreed period to ensure both the club and the volunteer are both happy with the arrangements.

### **Support and Supervision**

All volunteers, Coaches, Officials and Volunteers must agree to abide by Frome Netball Club's Code of Conduct. Whilst the main point of contact for all Volunteers is the Club Volunteer Coordinator (Andrea McCall) all members of the Club Committee are available to assist in supporting / supervising each other.

### Expenses

There are very few occasions when expenses are needed to be claimed; generally any such claims are related to 'out of pocket' items such as computer stationery, travelling to mandatory netball meetings. In all cases a receipt has to be provided and the claim approved by the committee before any funds are reimbursed.

### Health and Safety

Frome Netball Club has a duty of care to avoid exposing any volunteers to risk their Health and Safety. Volunteers are made aware of any Health and Safety issues as a part of the Induction process.

### Insurance

Volunteers are affiliated, and therefore insured through England Netball and should be a member of Frome Netball Club.

### Confidentiality

This organisation's process requires an explicit confidentiality policy, which includes Management Committee, Coaches, umpires, officials and all volunteers, are obliged to observe

### Resolving Problems

The relationship between the club and its volunteer workers is entirely voluntary and does not imply any contract. However, it is important that the club is able to maintain its agreed standards of service to the members who belong to it, and it is also important that volunteers should enjoy making their contribution to this service.

If your role as a volunteer does not meet with the organisation's standards, here is how it will be dealt with:

1. Initially with a meeting with the (appropriate person) who will explain the concerns.
2. If this does not resolve the concern then a meeting with the chair of the management committee will be convened.
3. If your work still does not meet with our standards then we shall have to stop using your services.

At all times you will be able to freely state your case and can have a friend to accompany you.

If you are dissatisfied with any aspect of your work you should:

1. Initially explain your dissatisfaction with the (appropriate person)
2. If that does not resolve the concern then a meeting with the (appropriate person) should be convened
3. If that does not resolve the issue then a formal meeting with the Chair of the Management Committee should follow.
4. If after this, your dissatisfaction remains unresolved, and we are unable to resolve your grievance, then it would be inappropriate for you to continue to be a volunteer.

At all times you will be freely able to state your case and can have a friend to accompany you.

**Footnote: This process will also be adopted for appointing paid coaches or officials.**

Committee member (Name): Sophie Cox

Position: Senior Secretary

Signature:

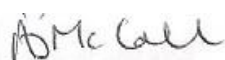


Date: 22/11/2020

Committee member (Name): Andrea McCall

Position: Junior Secretary

Signature:



Date: 22/11/2020