

## **Whitchurch Tennis Club**

# **Volunteer Policy**

### **INTRODUCTION**

Whitchurch Tennis club is a friendly club which welcomes new members of all ages whether they are experienced, beginners or just want to get back into tennis. There is also the opportunity to join the club as a social member for those who do not want to play tennis, or do not have the time, or maybe have given up the sport for various reasons.

### **AIMS and OBJECTIVES**

See: The Constitution

As a club run by volunteers, Whitchurch Tennis Club recognises that to achieve its aims, it needs to involve a wide range of volunteers. This will:

- Increase the knowledge base of the club
- Ensure that the club/organisation serves its members in the most cost-effective way
- Bring diversity of skills and experience
- Ensure that the club volunteers reflect that of the local community and their needs
- Share the workload of existing volunteers

### **PRINCIPLES**

This Volunteer Policy is underpinned by the following principles

Whitchurch Tennis Club:

- Will ensure that volunteers are properly welcomed and integrated into the club
- Recognises that volunteers require satisfying tasks and personal development and will seek to help volunteers meet these needs if and where appropriate
- Will treat volunteers fairly and be supportive should any difficulties arise.

### **RECRUITMENT AND SELECTION**

#### **Identifying a volunteer role**

Whitchurch Tennis Club will ensure that wherever possible volunteers' roles are clearly defined. Such as:

- The main duties of the role
- An estimation of time commitment requires
- Any skills, knowledge or experience that is required for the role.

#### **Promoting Volunteer Opportunities**

Whitchurch Tennis Club will promote volunteer opportunities in the following ways:

- Directly asking members and their families
- On the club's web site and notice board at the courts and Facebook page
- In the newsletters

All volunteer enquiries will be dealt with by the Club Secretary/Chairperson and explanations given within an appropriate timescale.

#### **Selection and Screening**

Whitchurch Tennis Club will endeavour to ensure the volunteer is suitable for the role and if there is a choice select on merit and through one or more of the following criteria, dependent on role:

- CRB disclosure or Self Declaration as set out in Whitchurch Tennis Club's safeguarding and Protecting Policy.
- References for signatories such as Treasurer

#### **VOLUNTEER AGREEMENTS and CODE OF CONDUCT**

Volunteers will be expected to adhere to the aims and objectives of the club. Any agreement between a volunteer and the club is not legally binding and can be terminated at any time by either party.

#### **EXPENSES**

Whitchurch Tennis Club recognises that volunteers give their time and experience and so should not be left out of pocket through their voluntary activities. The Club will pay reasonable expenses incurred by volunteers in their service to Whitchurch Tennis Club. This can include:

- Travel to and from volunteering/attending training courses/meetings on behalf of the Club
- Postage, phone calls, stationery etc.
- Cost of any special equipment such as protective clothing for cleaning.

#### **INDUCTION and SUPPORT**

Whitchurch Tennis Club will ensure that all volunteers are welcomed into the club and provided with the following information:

- Committee Structure – on Club Web Site
- Useful contacts – on Club Website
- All Policies – on Club's Web Site

The Committee will ensure that volunteers have the opportunity to share ideas and concerns.

#### **INSURANCE**

All volunteers are covered by the LTA insurance policy - Hiscox Policy HU P16 1838055 covered through Howden's policy Reg no: HAM075

#### **HEALTH and SAFETY**

Volunteer are covered by Whitchurch Tennis Club's Health and Safety Policy, a copy of which will be made available to all volunteers through its Web Site.

#### **EQUAL OPPORTUNITIES**

Whitchurch Tennis Club is fully committed to the principles of equality of opportunity and is responsible for ensuring that no volunteer or member receives less favourable treatment on the grounds of age, ability, gender, age, colour, ethnicity, sexual orientation, religious beliefs or socio-economic status.

#### **PROBLEM SOLVING**

Whitchurch Tennis Club aims to identify and solve problems at the earliest possible stage. If a volunteer has any problems or concerns, then they should raise them with the Chair of the Committee or any other suitable/available member of the Committee.

**Grievance and disciplinary procedure:**

Whitchurch Tennis Club will attempt to solve any problems before any formal complaint by discussion with relevant parties.

Volunteers will be supported at all stages.

**Volunteers**

- Have the right to reply to any complaint or action taken
- Any grievance procedure will be kept confidential other to those involved
- The outcome will be recorded, and copies provided to all parties.

**CONFIDENTIALITY**

During the course of their voluntary activity, volunteers may have access to confidential information. Volunteers are expected to use their discretion and maintain confidentiality in line with relevant policies such as the Data Protection Act 1998 and the Whitchurch Tennis Club Safeguarding and Protecting Children's Policy

**ADOPTION and REVIEW**

This policy has been adopted by Whitchurch Tennis Club committee on 6th November 2017 and will be reviewed within 3 years.