



# Fivemiletown United McDonalds Skills Development Centre



## Volunteer Policy

### Values

- 1 Fivemiletown United Football Club values the involvement of volunteers in our work because they help reflect the interests, needs and resources of the community we aim to serve and bring a unique perspective on all our work.
- 2 Fivemiletown United Football Club recognises volunteers as a core part of our team, with a distinctive but complementary role alongside paid staff.
- 3 Insofar as Fivemiletown United Football 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. We are committed to managing volunteers in a way that ensures that the needs of both parties are met.
- 4 Fivemiletown United Football Club strives to create a diverse and inclusive organisation within a diverse and inclusive community. Therefore, we are committed to ensuring equality of access to high quality volunteer opportunities and equality of treatment for our volunteers in all our policies and practices.

### Preparation and planning

- 1 Fivemiletown United Football Club identifies roles for volunteers which extend the work of the organisation. Volunteers are involved at every level of the organisation in roles which complement, but never substitute, the work of paid staff.
- 2 Volunteers will not be used in times of industrial action to do the work of paid staff. They may continue with their regular tasks, but will not be asked to undertake additional duties.
- 3 All volunteers are provided with a written role description, outlining the purpose, tasks and main expectations of their role. This role is reviewed at least once a year with the volunteer's supervisor.



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- 4 Volunteers with Fivemiletown United Football Club are fully protected by the organisation's public liability and personal accident insurance. However, drivers using their cars in connection with their voluntary work must inform their own insurance company to ensure adequate and continued cover.
- 5 Fivemiletown United Football Club reimburses volunteers' out of pocket expenses for travel and dependant care when claims are submitted on a standard Expenses Claim Form and accompanied by proof of expenditure.
- 6 Fivemiletown United Football Club endeavours to provide adequate and appropriate facilities, equipment and resources to enable volunteers to fulfil their roles.
- 7 The club committee is responsible for the overall management of volunteer involvement, including overseeing the implementation of this policy and dealing with any complaint or grievance relating to volunteers. The volunteer's designated supervisor provides support and supervision, identifies training requirements, countersigns expenses claims etc. All staff required to undertake such duties are provided with training in the management, supervision, support and training of volunteers.

## Recruitment and selection

- 1 Fivemiletown United Football Club is committed to serving and representing all the people of the Clogher Valley and surrounding areas and wishes to see all sections of the community represented among our volunteers. Volunteer opportunities are widely promoted throughout the Clogher Valley and surrounding areas, and we will endeavour to make recruitment and selection materials available in a format accessible to any individual or group, upon request. Furthermore, Fivemiletown United Football Club regularly reviews the make-up of the volunteer team to identify and target any under-represented group(s).
- 2 Fivemiletown United Football Club implements a fair, effective and open system in the recruitment and selection of volunteers and treats all information collected in this process confidentially.



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All potential volunteers must complete registration forms, provide references and attend an informal chat/interview. Additional measures may be implemented depending on the nature of the volunteer role and police records checks are conducted where appropriate.

The process is conducted by appropriately briefed/trained staff and aims to allow **both** parties to give and receive sufficient information to assess whether the volunteer opportunities available match the potential volunteer's skills, qualities and needs.

If unsuccessful, individuals will be offered an opportunity to discuss the outcome and identify possible alternatives within or outside of Fivemiletown United Football Club.

## Management of volunteers

- 1 All volunteers are provided with a written letter of welcome, which outlines the expectations and responsibilities of both the volunteer and Fivemiletown United Football Club. This agreement may be reviewed at any time with the consent of the volunteer and his/her supervisor, including during the initial review meeting at the end of the settling in/taster period (see point 3).
- 2 All volunteers are provided with an induction within six weeks of commencing their voluntary work. The induction: provides background information on Fivemiletown United Football Club; explains its structures and procedures; describes the volunteer role and the work team and outlines how s/he will be supported, including practical information on e.g. expenses.

During the induction period volunteers will be provided with written information on organisational policies and codes of practice and will be given the opportunity to discuss any of the issues.

- 3 All volunteer placements are subject to a settling in/taster period, the length of which depends on the nature and hours of the voluntary work.



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During this period volunteers are given additional support and a review meeting between the volunteer and his/her supervisor is held at the end of the settling in/taster period to ensure that all parties are satisfied with the arrangement.

- 4 All volunteers are allocated a named member of staff as their supervisor (although the Youth Co-ordinator can also be contacted in case of an emergency or if the designated supervisor is unavailable). This individual can provide day-to-day help and guidance on any issue related to the voluntary work and is responsible for providing regular support to, and supervision of, the volunteer. The frequency, duration and format of this support and supervision are agreed between the volunteer and his/her supervisor at the end of the settling in/taster period.
- 5 Fivemiletown United Football Club is committed to improving the personal and professional effectiveness of volunteers. Volunteers may choose to attend any in-house training course that they feel is relevant to their voluntary work, subject to the approval of their supervisors and availability of places.

Volunteers may also apply to the Youth Co-ordinator for financial and practical support to attend external courses, where they can be shown to have a clear relevance to the voluntary work. Volunteers attending approved training courses, internal or external, may do so within their normal hours of voluntary work and may reclaim out-of-pocket expenses.

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