

NORTHWICH SAPPHIRES NC VOLUNTEER POLICY

Summary

Volunteers are a vital and valued part of Northwich Sapphires NC, without whom the club could not operate. Volunteers are involved at all levels including coaching, umpiring and administration and are responsible for the welfare and safety of all members of the club when participating in club activities. The appointment of volunteers is a function of the club committee.

Recruitment and Selection

- Volunteer roles will be advertised and each role will have a job description so that the volunteer knows what is expected from them.
- A recruitment process will take place where the volunteer will be asked to provide relevant information and to clarify how much time they can commit to the club.
- An informal conversation will be held so that both the club and the volunteer are happy. In certain circumstances a reference may be required.

Security and Screening

Northwich Sapphires NC has a safe recruitment procedure. All those volunteers who hold positions which require them to have direct involvement with young people will be subject to the following processes and checks:

- Enhanced DBS check
- Submission of suitable references
- Agreement to abide by the Northwich Sapphires NC code of conduct

Induction and Training

- Volunteers will initially be requested to work alongside a qualified coach or umpire or other relevant officers.
- New volunteers will be supplied with access to the following:
 - A list of club committee members
 - Club constitution, policies and code of conduct
 - Relevant risk assessments
 - Accident reporting and emergency procedures
 - Other information as appropriate

Volunteers are asked to read and comply with all the guidance included in the club's policies, code of conduct and guidelines.

- The club is committed to helping volunteers to develop. The club will support volunteers who commit their time to the club and who wish to develop their skills by mentoring and/or providing financial support to gain relevant qualifications.

Expenses

- Volunteers will be reimbursed at an agreed rate for agreed expenses such as mileage or club purchases.

Affiliation

- Volunteers who coach or umpire should ensure that they affiliate annually to England Netball

Confidentiality

- All volunteers are expected to observe confidentiality of information according to Data Protection guidelines.

Exit Policy

- Northwich Sapphires NC is committed to supporting our volunteers so when the time comes when they are planning to move on, they are asked to provide sufficient notice so that a suitable replacement can be found.
- The club is committed to providing references where appropriate