



Newry City Athletic Football Club

VOLUNTEER POLICY.

1. Values

Newry City AFC volunteer policy is based on a clear set of values around the involvement of volunteers. Newry City AFC values the contribution and respects the rights of all volunteers within the club setting. Newry City AFC volunteers help reflect the interests, needs and resources of the community we aim to serve and bring a unique perspective on the work of the club.

2. Recognition

Newry City AFC recognises volunteers as a core part of our team, with a distinctive but complementary role alongside paid staff.

3. Management

Insofar as Newry City AFC 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. Equality

Newry City AFC 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.

5. Preparation and planning

Newry City AFC will encourage and actively promote the opinions and thoughts of volunteers for preparation and planning in a club context. This can be completed via the relevant channels i.e. club meetings.

6. Volunteer Involvement

Newry City AFC 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.

7. Role Description



All volunteers will be 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.

8. Insurance

Volunteers with Newry City AFC 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.

9. Expenses

Newry City AFC will endeavour to reimburse volunteers' reasonable out of pocket expenses for travel and dependent care when claims are accompanied by proof of expenditure.

10. Resources

Newry City AFC endeavours to provide adequate and appropriate facilities, equipment and resources to enable volunteers to fulfil their roles.

11. Management

The Management Committee at Newry City AFC have a responsibility 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.

12. Recruitment and selection

Newry City AFC is committed to serving and representing all the people of the local area and wishes to see all sections of the community represented among our volunteers. Volunteer opportunities will be widely promoted throughout the local area, and we will endeavour to make recruitment and selection materials available in a format accessible to any individual or group, upon request. Furthermore, Newry City AFC will regularly review the make-up of the volunteer team to identify and target any under-represented group(s).

Newry City AFC implements a fair, effective and open system in the recruitment and selection of volunteers and treats all information collected in this process confidentially. All potential volunteers will go through a recruitment and selection process that is appropriate to the role offered. Newry City AFC uses references and informal chats / interviews. 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 interests. If unsuccessful, individuals will be offered an opportunity to discuss the outcome and identify possible alternatives within or outside of Newry City AFC FC."



12. Volunteer Welcome and Introduction

Volunteers are provided with a written letter of welcome, which outlines the expectations and responsibilities of both the volunteer and Newry City AFC. 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 / trial period.

13. Induction Process

All volunteers are provided with an induction within six weeks of commencing their voluntary work. The induction: provides background information on Newry City AFC; 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 relevant legislation, organisational policies and codes of practice and will be given the opportunity to discuss any of the issues with the CRO.

14. Settling in Period

All volunteer placements are subject to a settling in period, the length of which depends on the nature and hours of the voluntary work. 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 period to ensure that all parties are satisfied with the arrangement.

15. Volunteer Support

All volunteers are allocated a named member of staff as their supervisor (although the CRO 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.

16. Training and education

Newry City AFC is committed to improving the effectiveness of volunteers. Newry City AFC will endeavour to support volunteers to access relevant training opportunities where practical and required

17. Complaints Process

Newry City AFC aims to reflect the voluntary nature of our relationship with volunteers in all our policies and procedures for managing their involvement. Therefore, the volunteer's designated supervisor deals with minor complaints or grievances about or by volunteers or their work through the usual support and supervision procedures, in the first instance.

However, we recognise our duty to protect the wellbeing and interests of all our stakeholders and therefore operate a formal complaints procedure in the case of more serious complaints. In the case of particularly serious offences, as specified in the Code of Practice, this process may be bypassed and/or the subject of the complaint asked to leave. Where a criminal offence is suspected, the matter will be handed over to the police."



18. Volunteer Communication

Newry City AFC recognises the core role that volunteers fulfil at every level of the organisation. It endeavours to communicate with volunteers in appropriate ways, including club bulletin board, e-mail and other appropriate means. Newry City AFC recognises the importance of seeking volunteers' ideas and opinions at regular intervals and all suggestions can be relayed to the CRO. Feedback from volunteers is always welcome and any volunteer may also make representations to the monthly meeting of the Management Committee.

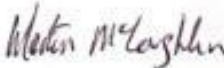
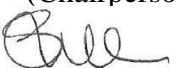
19. Records

Newry City AFC will commit to recording the volunteering activities of all those based within the club in a volunteer remit.

20. Intellectual Property

Both volunteers and the club agree that the intellectual property rights of original work produced by volunteers automatically transfers to the organisation.

This policy was re-adopted by the Management Committee of Newry City AFC at its Committee meeting held on 21st November 2016.

Signature:	 _____	<u>Date: 09/02/2023</u>
	(Chairperson)	
Signature:	 _____	<u>Date: 09/02/2023</u>
	(Secretary)	

