



NEWPORT ACES BASKETBALL CLUB

# ***NABC Volunteer Policy.***

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## **Policy statement**

Newport Aces Basketball Club recognises the crucial role that volunteers play in the efficient running of the Club and in the provision of its services, both on and off the court. The contribution of volunteers supports our mission and complements the role of paid workers. Newport Aces Basketball Club seeks to encourage and support volunteer involvement to ensure that volunteering benefits the Club, its members, and the volunteers themselves. This policy has been written to clearly explain the provisions and processes in place that apply to volunteers. This policy does not form part of any contract and Newport Aces Basketball Club.

## **Procedure**

### Volunteers

Volunteers are individuals who undertake activities for Newport Aces Basketball Club, unpaid and of their own free choice. Volunteering is not intended to have the obligations associated with employment. Work experience placements and internships are not the same as volunteering.

Volunteers may be involved on a one-off, short term or on a longer term, regular basis.

They may be involved:

- in the direct delivery of Club services
- on the Committee as trustees
- in community engagement to raise awareness of our services
- in one off events and promotional activities.

Newport Aces Basketball Club values volunteers for:

- bringing additional skills and new perspectives to the Club
- promoting the Club within the wider community
- enabling the Club to be more responsive and flexible in its work
- enhancing member experiences.

Newport Aces Basketball Club does not use volunteers as a means of replacing paid workers.

### Equal opportunities

Newport Aces Basketball Club is committed to offering a range of opportunities and encourages a diverse range of people to volunteer with us, including those from under-represented groups such as youth, people with a disability, older people, and people from minority ethnic communities.

### Roles and responsibilities

The volunteer role is based on trust and mutual understanding. There is no enforceable obligation, contractual or otherwise, for the volunteer to attend or to undertake tasks, or for Newport Aces Basketball Club to provide continuing opportunities for voluntary involvement, provision of training or benefits.

However, there is a presumption of mutual support and reliability. Reciprocal expectations are acknowledged:

- [Name of Club] expects volunteers:
  - to be reliable and honest
  - to uphold the Club's values and comply with Club policies and procedures
  - to make the most of opportunities given, e.g., for training
  - to contribute positively to the aims of the Club organisation and avoid bringing the Club into disrepute
  - to carry out tasks within agreed guidelines.
- Volunteers can expect:
  - to have clear information about what is and is not expected of them
  - to receive adequate support and training
  - to be insured and to volunteer in a safe environment where risks associated with their role are assessed and managed
  - to be treated with respect and in a non-discriminatory manner
  - to receive reasonable out of pocket expenses

- to have opportunities for personal development
- to be recognised and appreciated
- to be able to say 'no' to anything which they consider to be unrealistic or unreasonable
- to know what to do if something goes wrong.

Volunteering activity will be developed and co-ordinated by [insert name/role] who will act as a Volunteer Coordinator. The Volunteer Coordinator will ensure that these expectations are met.

### Recruitment and Selection

Newport Aces Basketball Club is committed to equal opportunities and equal opportunities principles will be adhered to when recruiting volunteers. Opportunities for volunteering will be promoted on the Club website and in the wider community to make them visible to as many people as possible.

Recruitment may involve a written submission of interest or introduction via another volunteer or Club member. Interviews may be held, and references will be taken in line with the Safeguarding Policy. The process may vary depending on the volunteer role, for example the process may differ for trustees, regular volunteers and volunteers for one off events.

Where volunteer roles involve sustained and direct contact with children or adults at risk, volunteers will be required to have a full DBS disclosure check which will be arranged by Newport Aces Basketball Club. DBS disclosures are dealt with in the strictest confidence. A criminal record is not necessarily a bar to volunteering.

### Training, Development and Support

Volunteers will have a valuable set of skills, knowledge and attitudes gained from their education, work, previous volunteering, and life experiences. To help ensure that volunteers

are appropriately equipped to perform with confidence, each volunteer must undergo the appropriate induction and training prior to commencing their role, alongside continuous training, where appropriate.

Anyone with responsibility for the supervision of volunteers will be provided with training. The volunteer will be informed about the person to whom they must report, and from whom they can seek support.

### Dealing with problems

Any volunteer who wishes to raise a concern should do so via Newport Aces Basketball Club's Complaint policy.

### Health and Safety

Newport Aces Basketball Club will ensure that all volunteers are provided with the appropriate information, supervision and training required to enable them to complete voluntary work safely.

Volunteers must also:

- Follow instruction and training received about Club activities and use of equipment.
- Take reasonable care of their own and other people's health and safety (because other people may be affected by things that members do, or do not do).
- Co-operate with Newport Aces Basketball Club on health and safety matters.
- Correctly use all equipment provided by Newport Aces Basketball Club and not interfere with or misuse anything provided for health and safety.
- Report all health and safety concerns to the appropriate people (named above).

### Expenses

Newport Aces Basketball Club recognises that volunteering involves a financial cost to volunteers and that in order to ensure that people from all backgrounds can participate in

volunteering it is important to adequately reimburse reasonable expenses. Further information about expenses can be found in Newport Aces Basketball Club's Finance and Reserves policy.

### Insurance

Newport Aces Basketball Club will ensure that there is suitable and sufficient insurance in place to protect the Club and volunteers. Newport Aces Basketball Club will seek advice from an insurance broker / specialist where necessary.

### Confidentiality

Volunteers are required to abide by Newport Aces Basketball Club's GDPR / Data Protection policy.

While volunteering, volunteers may become aware of confidential information about Newport Aces Basketball Club, its workers, members, parents etc. Volunteers are required to maintain confidentiality and should not disclose this information at any time.

### Leaving Newport Aces Basketball Club

Newport Aces Basketball Club understands that volunteers may be unable to continue with their duties for a wide variety of reasons. When volunteers leave Newport Aces Basketball Club, they will be asked to provide feedback on the volunteering experience via an exit questionnaire and/or a conversation with the Volunteer Co-ordinator.

Newport Aces Basketball Club will provide volunteers with a reference where this is requested.

There may also be times when Newport Aces Basketball Club will ask a volunteer to cease volunteering. This may be because the Club no longer requires the volunteering role, or

because the volunteer is unable to satisfactorily carry out a particular role. In all cases, the volunteer will be treated fairly, with dignity and respect.

### **Availability and Review**

Newport Aces Basketball Club will keep this policy available in the Club and on the Newport Aces Basketball Club website. Anyone who needs to read it (such as any workers, volunteers, contractors, members of the public etc) can do so.

The Committee will review this policy annually, or earlier if necessary.