

Aberaeron Sports Club

Volunteer Recruitment Policy

There are a key number of roles that are essential to running a sports venue.

These include:

- officers of the management committee
- other members of the management committee
- members of sub-committees
- individuals with specific roles
- coaches

There are also:

- individuals with time limited roles such as tournament helpers, junior helpers, providers of refreshments, working party members

Officers and those with key named roles are expected to formally commit to the policy and sign the volunteer agreement.

Informal volunteers should have access to the policy, are expected to adhere to the code of conduct as a minimum, but are not required to sign the policy.

If there are any questions about an individual volunteering role, please discuss this with the welfare officer.

The Aberaeron Sports Club wishes to ensure that all volunteers with key or specific roles are:

- clear about their roles and have had an adequate explanation of their commitment
- appointed with regard to the club's constitution and its equality, diversity and safeguarding policies
- given an induction in these policies
- able to work within these policies
- aware that any volunteer role involving children or vulnerable adults may be subject to a disclosure and barring (DBS) check, and that the DBS is essential for the welfare officer, competition organiser, junior captains/contacts, volunteer coordinators, volunteer coaches who meet the threshold for DBS and anyone helping drive juniors to competition venues. Supporters of vulnerable adults may also need a DBS depending on the requirements of the individual roles.
- supported by the management committee in their role
- appreciated for their volunteering

The following areas are taken into consideration when recruiting a volunteer:

- does the volunteer hold relevant and current qualifications for the role (if necessary)?

- do they have the skills necessary to undertake the role?
- do they have experience of working with the age group/level of player (if appropriate)?
- where was the previous experience gained (if appropriate)?
- does the volunteer agree to undertake any required training courses?
- does the volunteer hold adequate insurance cover (if necessary)?
- is the volunteer a young person and will he/she need specific guidance and support or safeguarding (Appendix 1)?

To support the volunteer recruitment process:

- on-going volunteer roles will be discussed and agreed by the management committee
- the committee will ensure that the Welfare Officer knows about the appointment and the role requirements
- volunteers listed above will sign a volunteer agreement (Appendix 2)

In the event that concerns are raised about a volunteer the committee will:

- discuss the role and ensure the volunteer's view is heard

They then may:

- by majority, decide to ask the volunteer to stand down or continue
- elect one or two people to explain to the volunteer
- explain the means by which the volunteer may appeal the decision

Key voluntary roles

Chairperson (Committee)

Responsible for the overall management and direction of the venue.

Main duties

- To work with the secretary to agree management team meetings, agenda items and minutes (meeting notes)
- To host management committee meetings, keeping to the agenda and ensuring decisions are made in the best interests of the venue
- To be ultimately responsible for the day-to-day management of the venue
- To develop and agree a long-term plan for the venue and set direction
- To act as an ambassador and spokesperson
- To motivate, support and thank all volunteers
- To ensure the venue runs efficiently, working with the treasurer to ensure the income is sufficient to meet running and development costs
- To host the Annual General Meeting (AGM) updating all members on key club news, decisions and results working with the management committee

He/she should have:

- good communication skills – both verbal and written

- reliability and trustworthiness
- good organisational skills

Secretary (Committee)

Responsible for the administration and running of the club.

Main duties:

- To deal with all enquiries and correspondence in an efficient and timely manner, as the club's main contact
- To support the chairperson in the running of management committee meetings and the annual general meeting (AGM), writing and circulating the agenda and minutes (meeting notes)
- To maintain accurate records
- To circulate information from bowls and tennis associations

He/she should have:

- good communication skills – both verbal and written
- reliability and trustworthiness
- good IT and organisational skills

Treasurer (Committee)

Responsible for the running of the club's finances

Main duties

- To be responsible for financial planning, including an annual budget and monitoring spend/income against this
- To maintain accurate and up-to-date financial records
- To provide a financial update at each management committee
- To be the named signatory alongside one other officer on the club's bank account
- To collect and deposit all membership fees and money due to the club
- To pay all bills and issue receipts
- To prepare end-of-year accounts to present to the auditors and at the AGM
- To make recommendations to the management committee on increasing efficiency through appropriate cost savings
- To work with the grants and funding officer to plan for fundraising events, such as the provision of floats, and to use grants to support venue development

He/she should have:

- good communication skills – both verbal and written
- reliability and trustworthiness
- good numeracy and organisational skills

Committee Member (Committee)

Responsible for representing the views of members at committee meetings and helping set the direction of the venue.

Main duties

- To attend committee meetings
- To attend the Annual General Meeting (AGM)
- To act in a diplomatic, supportive manner making decisions in the best interests of the members and the venue
- To support the chair, secretary, treasurer and other key volunteers in their roles
- To provide support with the set-up and running of any club events.

Welfare Officer (Committee)

The Welfare Officer is responsible for supporting a safe and inclusive venue for everyone and should attend management committee. A DBS check is essential for the role.

The club may choose for this role to only focus on safeguarding, or also on Equality, Diversity and Inclusion (EDI).

Main duties

- To promote safe and inclusive tennis and bowls, empowering staff, volunteers, coaches, members and the committee to deliver a safe and inclusive venue and culture
- To ensure safeguarding and equality are on the agenda at committee meetings and to assist where required with safe and inclusive risk assessments
- To ensure safe and inclusive information, including policies, reporting procedures and Welfare Officer poster is clearly displayed
- To champion respect and Fair Play
- To be the main point of contact for all children and adults to report concerns and disclosures, handling concerns calmly and sensitively in line with the club's reporting procedure and prioritising the wellbeing of the child/adult at risk at all times
- To work with the LTA Safe and Inclusive Tennis teams or WBA when concerns arise within the club. To record concerns on the Reporting a Concern Form and forward to the Safeguarding Team
- To contact the Local Authority children's or adults' social care teams and the police where appropriate
- To ensure the relevant people at the club attend the LTA Safeguarding and Protection in Tennis training where relevant
- To support any young volunteers at the club, having regular check-ins and being aware of young volunteer guidelines
- To check the LTA and bowling safeguarding section online for updates and resources.

Membership Secretary (Need not be committee)

Responsible for managing the annual renewal process for all members and dealing with all new enquiries.

Main duties

- To respond to all enquiries from potential new members in a timely manner
- To collect renewal membership on an annual basis from existing members
- To simplify payment processes wherever
- To issue welcome packs and/or a welcome e-mail to new members including the parents of new junior members
- To maintain an up-to-date database of members, including equality monitoring data where possible
- To produce membership status updates/reports for the management committee as required

Competition organiser (Need not be committee)

Responsible for organising a competition programme to cater for all ages and standards at the venue. (One required for each of bowls and tennis)

Main duties

- To develop an annual plan of competition catering for all ages and standards, based on court/green availability
- To work with the marketing/communications officer, website editor and membership secretary to promote events through all possible channels
- To book courts/greens at the venue or alternative venues for each event
- To organise referee and supervisors/helpers for each event
- To prepare entry forms, manage entries, entry fees and correspondence
- To organise catering that is appropriate for people from diverse cultures vegetarians/vegans and people with food intolerances and allergies
- To order/check equipment needed for each event
- To arrange competition organiser courses for members interested in supporting events
- To use any trained members to support in the pre-event organisation and on the day
- To co-ordinate and implement reasonable adjustment plans for disabled players

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Appendix 1

Young volunteers

Juniors form an important part of the development plan and therefore should form an important part of the volunteer workforce. Given the chance, young people will take on the responsibility and bring energy and enthusiasm to their voluntary roles. The committee should encourage youngsters to get involved in running sport and social events, to help at practice sessions and to be responsible for some administrative functions of the junior section.

The following should be considered if the club is recruiting young people:

- Reflecting the different motivations that young people will have to volunteer
- including young people in designing recruitment campaigns
- Concentrating on working with other local groups/organisations and peer-to-peer recruitment methods
- Use new media platforms to communicate messages (e.g. on the website)
- Work closely with educational institutions and school sport partnerships – they have often already done the recruitment and are looking for placements for their young people!
- Remembering young people are still subject to the general volunteer policies

April 2022

Appendix 2

Aberaeron Sports Club (ASC) Volunteer agreement

All management committee members and other volunteers fulfilling key roles at ASC are encouraged to work to high standards and adopt recognised best practice where possible. In addition to their own standards of practice, such committee members and volunteers should be aware of and adopt:

- Code of Conduct
- Equality and Diversity policies
- Safeguarding policy and guidelines
- Incident and accident guidelines
- Health & Safety guidelines
- Complaints Policy
- Fair Play guidance
- Whistleblowing policy

The management committee will ensure that each of its members and volunteers in other key roles can access all the policies, together with the role description and any guidance notes that are relevant to their work. The management committee will listen and respond to matters that committee members and volunteers bring to its attention in relation to their work and will support, where appropriate and reasonable, their training needs.

Confirmation of Understanding and Agreement

I confirm that I am familiar with the ASC policies and guidelines above and agree to adopt these in my role at the club, and that I accept the responsibilities outlined in the role description applicable to my role at ASC.

No.	Name	Role	Signature	Date
1	Dewi Morris	Chairman		
2	Gareth Evans-Jones	Vice Chair		
3	Mansel Hughes	President		
4	Arwel Williams	Treasurer		
5	Ken Greenslade	Secretary		
6	Meirion Jones	Facilities Officer		
7	Julie Greenslade	Welfare Officer		
8	Bob Tilley			
9	Wynne Davies			
10	Heulwen Morgan	Membership Sec.		
11	Doris Jones			
12	Steffan Hubbard			
13	Rhodri Davies			
14	Jan Williams			
15	Sue Orr			
16	Mary Davies			

Form date April 2022