



Clarbeston Road AFC (Charity Number 1163455)

Volunteers Policy

General Statement

Clarbeston Road AFC depends on volunteers to undertake its activities. All roles within the club are voluntary and there are no paid trustees, coaches, employees or players. Given this dependence, it is important that volunteers are aware of the provisions made by the club for their safe and successful involvement. We wish to ensure that all volunteers with the club find their roles rewarding and fulfilling and that they are valued for their contributions.

Recruitment

Clarbeston Road AFC has an equal opportunities policy and we encourage volunteers from all backgrounds, irrespective of race, colour, nationality, ethnic origin, impairment, political or religious beliefs, gender, marital status, sexual orientation, language, HIV status and age.

Recruitment of trustees takes place at the Annual General Meeting, held in June each year. A notice seeking nominations will be posted on the club web site ahead of this meeting.

Recruitment of coaches and other volunteers will be subject to vacancies. Anyone interested in joining the club as a volunteer should contact either the Senior or Junior Secretary in the first instance. New volunteers may be required to attend an interview to confirm the requirements of vacancies and the suitability of candidates for these.

We encourage and support the involvement of young people who are progressing vocational and academic qualifications in sport and require coaching experience. We also support schemes such as the Duke of Edinburgh programme.

Safeguarding

All volunteers working, or having any contact with children and vulnerable adults will be required to follow the club safeguarding procedures, including undergoing the DBS (Disclosure Barring Service) authorisation process through the Football Association of Wales, in advance of any volunteering activities commencing. These volunteers will also need to display their Safeguarding badges when they are working with children and young people.

Training

It is club policy that all coaches working with children, young people and vulnerable adults also attend the FAW Safeguarding course to ensure good practice.

As part of the FAW Accreditation process, all mini and junior coaches are required to achieve the FAW Junior Leaders Certificate and to attend the required revalidation courses (3 yearly) when necessary. Coaches are also encouraged to follow the FAW coaching hierarchy and we support applications for the FAW C and B certificate qualifications. Opportunities also arise for specialist training, such as Goalkeeper coaching.

All coaches are also provided with Emergency First Aid training, also subject to revalidation on a 3 yearly cycle.

Opportunities occasionally arise to attend additional coaching events, such as those provided for the club by Swansea City FC. Coaches are encouraged to attend these are part of a programme of continuous improvement.

The club has an adult disability football team. Volunteers who wish to work with disabled participants are also supported in attending training courses for working with disabled footballers.

Health and Safety

The health, safety and welfare of club volunteers and members is of paramount importance. Volunteers are expected to follow club policies and procedures and to report any accidents or issues of concern.

Code of Conduct

The club expects all volunteers and members to follow the FAW Codes of Conduct that have been adopted by the club. These are available on the club web site.

Communications

The club has a Welcome Pack on the web site that provides essential information and contact numbers. Coaches will also receive a monthly briefing on relevant information, events and activities. Volunteers can at any time seek information or report any concerns to the relevant secretaries, in the first instance.

Club policies are held on the web site and all volunteers are encouraged to familiarise themselves with these.

Personal Data

All personal data will be kept and used in line with our GDPR policy.

[Policy reviewed by Clarbston Road AFC Trustees on 20th October 2020]