

Ashtead All Stars Netball Club

Volunteer Policy



Aims and Principles

Ashtead All Stars (AAS) consists of both an Adult and junior section.

The Club is supported throughout by volunteers who are involved at all levels in a variety of roles from administration, coaching and umpiring. They are responsible for the welfare and safety of all members of the Club whether training or competing.

Without volunteers Ashtead All Stars would not succeed.

Recruitment and Selection

The process of recruiting and selecting the appropriate Volunteers is of very high importance. Volunteer roles are generally aimed at key specific positions (Coaching, Umpiring, Safeguarding, Treasurer etc.) but are always looked at in relation to the wider responsibility of the individual towards the members, the club and the community.

The responsibility for the appointment and monitoring of a volunteer is seen as a joint function of AAS Committee with itself and other club members.

Security and Screening

AAS has a safe recruitment procedure. All those who hold positions which require them to have direct involvement with young people will have to undergo the following process and checks:

- Enhanced DBS disclosure
- Verification of reference from other places the person may have volunteered (if new to the club)
- Agreement to abide by AAS Code of Conduct – Coaches, Officials and Volunteers policy which clearly outlines the expectations of each volunteer.

Induction and Training

AAS has a responsibility to their members (Young and Older) in terms of safeguarding. This means the effective recruitment of vetted volunteers who are appropriately trained or willing to be trained. Training courses are available (Coaching, Umpiring, Safeguarding) and fees vary and may be subsidised.

Support and Supervision

All volunteers must agree to abide by AAS Code of Conduct – Coaches, Officials and volunteers.

Whilst the main point of contact for all volunteers is the Club Volunteer Coordinator (Jane Arnett) all members of the club committee are available to assist in supporting / supervising each other.

Expenses

There are very few occasions when expenses are needed to be claimed; generally, any such claims are related to 'out of pocket' items such as computer stationary, travelling to mandatory netball meetings etc. In all cases a receipt must be provided and the claim approved by the Treasurer and a member of the Executive Committee before any funds are reimbursed.

Health and Safety

AAS has a duty of care to avoid exposing any volunteers to risk their Health and Safety. Volunteers are made aware of any Health and Safety issues as a part of the induction process.

Insurance

Coaches and Players should be insured through England Netball membership and should be a member of AAS Netball Club.

Equal Opportunities and Diversity

AAS welcomes all ages from different backgrounds and cultures from all around the local community and other areas. A diverse group of volunteers makes the club more welcoming, and reflects the local community; involving people from different backgrounds/cultures and ages. Our Club is firmly committed to equality in all areas. We believe we have much to learn and benefit from other cultures and perspectives and that by valuing diversity we make our club a more effective club in which different ideas, abilities, backgrounds and needs are fostered and valued in a positive way.

Resolving Problems

AAS take problems, issues and complaints very seriously. To avoid any unnecessary disruption/ stress to members and to protect and respect our volunteers, such issues are dealt with and handled by the Club Committee in an open, fair and quick manner.

Policy Review

Volunteers within AAS Netball are vital and as such the Volunteer Policy is reviewed by the Club Committee along with input/feedback from our volunteers every 2 years.

Signed by two committee members

Signed: **Date:**

Name:

Club Chair

Signed: **Date:**

Name:

Club Secretary

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