

Volunteering Policy

Introduction

Kettering Amateur Swimming Club (KASC) exists to develop and practice swimming, water polo and support the long term athlete development for its members. In line with this KASC seeks to involve volunteers to:

- Ensure our services meet the needs of our clients
- Provide new skills and perspectives
- Increase our contact with the local community we serve

Principles

This Volunteering Policy is underpinned by the following principles:

- KASC will ensure that volunteers are properly integrated into the organisational structure and that mechanisms are in place for them to contribute to KASC work.
- KASC does not aim to introduce volunteers to replace paid staff.
- KASC expects that staff at all levels will work positively with volunteers and, where appropriate, will actively seek to involve them in their work.
- KASC recognises that volunteers require satisfying work and personal development and will seek to help volunteers meet these needs, as well as providing the training for them to do their work effectively.

Practice Guidelines

The following guidelines deal with practical aspects of the involvement of volunteers. More detailed information, including copies of the various documents referred to, is provided on the KASC website <http://www.kasc.org.uk/> and in the Volunteers Handbook.

Recruitment

All prospective volunteers will be assessed to find out what they would like to do, their skills, suitability and how best their potential might be realised.

Volunteer Agreements and Voluntary Work Outlines

Each volunteer will have a Volunteer Agreement establishing what KASC undertakes to provide for them. In addition they will agree to a written outline of the specific work they will be undertaking. Neither of these documents is a contract; KASC has no intention of creating a contract with any volunteers. Each volunteer will also receive a Volunteers Handbook.

Induction and training

All volunteers will receive an induction into KASC and their own area of work. Training will be provided as appropriate.

Support

All volunteers will have a named person as their main point of contact. They will be provided with regular supervision to feedback on progress, discuss future development and air any problems.

The Volunteer's Voice

Volunteers are encouraged to express their views about matters concerning KASC and its work.

Insurance

All volunteers are covered by KASC insurance policy whilst they are on the premises or engaged in any work on behalf of KASC.

Equal Opportunities

KASC operates an equal opportunities policy. A copy is on the website under Equity Policy. Volunteers will be expected to have an understanding of and commitment to our equal opportunities policy.

Problem Solving

We aim to identify and solve problems at the earliest possible stage. A procedure has been drawn up for dealing with complaints either by or about volunteers. A copy of the procedure is included in the Club Handbook.

Confidentiality

See code of conduct.