**CD PHOENIX NETBALL CLUB**

**Volunteer Policy**

**Introduction**

The primary aim of CD Phoenix Netball Club is to provide netballing opportunities for athletes in a safe environment. The members of our Club range from 8 years old girls to adults (boys are allowed at the club under U11 age). We have a strong equity policy which is central to the Club’s ethos. To achieve our aims we rely upon our ever growing group of volunteers. Our volunteers range from youth volunteers to adults, all of whom are equally valued. We have a wide range of volunteering opportunites from coaching and umpiring to administrative roles. Without our volunteers we would cease to exist as we have no paid employees.

**Recruitment**

We advertise for volunteers primarily through our newsletter and website and word of mouth. There are role descriptions for all the different positions. There are role descriptions for all the different positions. Any prospective volunteers meet with representatives from the Committee to discuss the roles they are interested in. If there are no appropriate positions then the Volunteer Co-ordinator will keep a record of the interests of the volunteer and contact them when an opportunity arises.

**Safeguarding**

We insist that all our volunteers who have contact with the U18’s are CRB checked and they are encouraged to attend a Safeguarding & protecting Young People workshop. We have codes of conduct which we would expect all volunteers to abide by. We would ask to see all certificates which pertain to any coaching, umpiring, first aid or any other professional qualifications which relate to the volunteer’s role.

**Diversity**

We have an equity policy, please see attached which is fundamental to the ethos of the club.

**Induction and Training**

On becoming a new volunteer each volunteer will be given an Induction letter together with relevant club policies and codes of conduct. Our new volunteers are placed initially to work alongside a more experienced volunteer. These people will be their mentors and provide support especially in the early weeks. For coaches our club mentor is Andy Polley and he provides support and encouragement especially for new inexperienced coaches. Our umpires are mentored and supported through the Umpire Secretary from the Sussex Netball Association and through South Region. In the case of youth volunteers they are under supervision of an adult. For administrative roles there is another member of the committee. We encourage our volunteers to attend appropriate courses so they can develop their own skills and interests. There are circulated by the volunteer co-ordinator

**Supervision and Support**

Supervision and support will come primarily from the Volunteer Coordinator, though as previously stated, there will be additional mentoring for new volunteer by working closely with other more experienced volunteers for Club is able to have a strong supportive framework for its volunteers.

**Insurance**

The club has valid public liability insurance. All members, coaches and officials are affiliated through England Netball this gives them liability and personal accident cover, the club also has additional cover for non-officiating volunteers.

**Equity & Diversity**

The club’s equity policy is central to everything which occurs in the Club. This commitment to equity is also applicable to our volunteers. We try to recruit volunteers from different backgrounds, ages, cultures, genders and outlooks – to be reflective of our local community.

**Health and Safety**

We have a duty of care towards our volunteers and would never expect them to risk their own health or safety. Risk assessments are carried out on all our training venues and a risk assessment check list is completed prior to each training session, these are held in the coaches / managers pack. At least one coach from each age group is first aid trained and the Club has guidelines and emergency procedures for dealing with serious incidents / accidents.

**Expenses**

The club values its volunteers and so tries to reimburse reasonable expenses. For instance the club will pay a third of the cost of courses which have been approved by the committee. Players who are coaches do not pay club membership fees.

**Grievance and Disciplinary Procedures**

If a volunteer has a grievance then their first line of action should be talk to the Volunteer Coordinator. If a resolution cannot be met than a meeting will be arranged with the volunteer, the volunteer co-ordinator, the safe guarding officer and the club chairman. If it is a coaching issue then one or both of the coaching mentor of the head coach will be present. For an umpiring issue the Sussex Umpiring Secretary will be consulted. If a resolution can still not be found then the club will consult England Netball for guidance.

**The volunteer policy will be reviewed regularly at Committee to ensure it continuing relevance and usefulness.**

**Signed: ………………………………………………. Signed: …………………………………………………….**

**Date: …………………………………………………. Date: …………………………………………………………**