



Dixon Park
Harrier Way
Ballyclare
Co. Antrim
BT39 9BB

VOLUNTEER POLICY AND PROCEDURES

Policy

Ballyclare Comrades FC values the involvement of volunteers in our work because they help reflect the interests, needs and resources of the community we aim to serve, and bring a unique perspective on all our work. The club benefits from the skills, experience and enthusiasm of volunteers and we believe that volunteers should also gain personal benefits from the experience too. The club strives to create a diverse and inclusive organisation within a diverse and inclusive community. Therefore, we are committed to ensuring equality of access to high quality volunteer opportunities and equality of treatment for our volunteers in all our policies and practices.

Recruitment and Selection

Volunteer opportunities are widely promoted throughout the Club, and we will endeavour to make recruitment and selection materials available in a format accessible to any individual or group, upon request.

Ballyclare Comrades FC recruit volunteers:

- By word of mouth through existing Ballyclare Comrades FC volunteers
- By use of the Ballyclare Comrades FC website (www.ballyclarecomrades.com)
- Through Antrim and Newtownabbey Borough Council.
- By advertising in local newspapers, as finances allow.
- Using posters in local businesses.

The club implements a fair, effective and open system in the recruitment and selection of volunteers and treats all information collected in this process confidentially. All potential volunteers will go through a recruitment and selection process that is appropriate to the role offered, using registration forms, references and informal chats / interviews. Additional measures may be implemented depending on the nature of the volunteer role and police records checks are conducted where appropriate. Furthermore, the club regularly reviews the make-up of the volunteer team to identify and target any under-represented group(s). All volunteers are provided with a role description, outlining the purpose, tasks and main

expectations of their role. Volunteers are advised of the equipment and resources that are available to assist in fulfilling their role. Volunteers will be made aware of Ballyclare Comrades FC Health & Safety Policy and will be given relevant information and/or training on this as appropriate to their role. All volunteers are covered by Ballyclare Comrades FC insurance whilst engaged in their agreed roles.

Management

The club secretary or other appointed club representative is responsible for the management, supervision and training of volunteers. All volunteer placements are subject to a settling in period, the length of which depends on the nature and hours of the voluntary work. During this period volunteers are given additional support and a review meeting between the volunteer and supervisor is held at the end of the settling in period to ensure that all parties are satisfied with the arrangement. The club will reimburse agreed out of pocket expenses when claims are submitted on a standard expenditure form and accompanied by receipts. It is the responsibility of the volunteer to inform their motor insurance company if they are using their car during their volunteering role.

A personal file is maintained for all volunteers, which includes: contact details and other relevant personal information; details of the application and selection process; agreements made; hours worked; records of support and supervision activities; training undertaken and any complaints or grievances made or received. Some of this information and other relevant information may also be recorded in computerised records. All such information is treated in accordance with the Data Protection Act (1998) and volunteers are entitled to inspect all such information pertaining to their own involvement.