



**BRADFORD DRAGONS BASKETBALL CLUB
& COMMUNITY FOUNDATION**

Volunteers Policy

Introduction

Bradford Dragons Basketball Club & Community Foundation believes that:-

- Volunteering is a valuable integral part of society and, as such, volunteers deserve support and recognition
- Volunteers assist in effecting social change and improving the quality of life and play an essential role in alleviating the effects of poverty, ignorance, inequality and injustice
- Everyone has the right to volunteer and to contribute to their own community without experiencing discrimination
- Volunteering is a matter of free choice and there can be no compulsion to become a volunteer
- Volunteers complement paid staff and should do work which is unique and of a different nature from that done by paid staff
- Volunteers have a right to be involved in decision-making related to their voluntary work

As a voluntary organisation ourselves we are committed to involving volunteers within our own organisation – both as Board members and in providing our service, and we will aim to ensure that the contribution of volunteers to Bradford Dragons Basketball Club & Community Foundation is valued and respected.

Volunteers increase our capacity to fulfil our aims, deliver our objectives, and be more representative of the population that we serve. They help to keep the organisation in touch with our purpose and provide a wide range of relevant skills and perspectives that improve the work we do.

This policy sets out how Bradford Dragons Basketball Club & Community Foundation intends to involve its volunteers.

Types of Volunteers

Bradford Dragons Basketball Club & Community Foundation recognises that there are different types of volunteers and will include:

Occasional Volunteers

These are people who volunteer at events such as Eurocamp or specific events , perhaps a few times a year.

Regular Volunteers

These are people who take on a particular task, on an ongoing basis. Regular volunteers include match day volunteers who carry out a range of different tasks.

Trustees and Committee Members

These people hold positions of responsibility and have been elected by our members of the organisation or selected on the basis of their skills and experience.

Principles

This Volunteer Policy is guided by the following principles:

- The organisation and its volunteers will follow this policy.
- All paid members of the Club will be committed to working with volunteers and will help to develop opportunities for volunteering in the organisation. Training and support will be given to Club Members who manage and support volunteers
- Whilst volunteers will at all times be given respect for the valued contribution they make to the work of Bradford Dragons Basketball Club & Community Foundation, it will be made clear that they are not employed in a contractual relationship with Dragons
- All regular volunteers, Board and committee members will, however, be asked to sign a volunteer agreement setting out that they have agreed to volunteer, and the tasks they have agreed to undertake.
- The volunteer's role will be clearly explained and mutually agreed.

- The organisation will provide induction, information, training and support to its volunteers appropriate to their volunteer role.
- The organisation will, whenever possible, give volunteers work that is satisfying and appropriate to their interest.
- Bradford Dragons Basketball Club & Community Foundation will ensure that appropriate structures are in place so that volunteers can contribute their views and expertise to the development of the organisation.
- Volunteers and paid members of the Club will work together within the organisation's rules, policies and procedures.
- Volunteers and paid members of the Club will treat each other with respect and courtesy
- The organisation is committed to equal opportunities in relation to the recruitment, selection and involvement of volunteers.

Practice and Guidelines

Bradford Dragons Basketball Club & Community Foundation is committed to good practice when supporting its volunteers.

Volunteer Roles

Club Members identifying a role for a volunteer will consult with the Board of Directors and draw up a task description covering the main areas of work to be done.

Recruitment

In line with our Equity Policy, volunteering Bradford Dragons Basketball Club & Community Foundation will make ongoing efforts to recruit volunteers who have the appropriate skills. The selection process will be based on the skills and interest of the volunteer and the current needs of the organisation.

Volunteer agreement and Task Description

Regular volunteers, trustees and Directors will be asked to sign a volunteer agreement outlining the commitment and expectations of Bradford Dragons Basketball Club & Community Foundation and the role or specific tasks that the volunteer has offered to undertake. This agreement will be flexible enough to take account of individual skills and time constraints. A representative of Bradford Dragons Basketball Club & Community Foundation will also sign this agreement. The agreement is by no means a contract - it is simply a guideline to help the volunteer feel supported and clearer about their responsibilities.

Induction, information and training

Volunteers will receive an appropriate induction, which will include information on the aims, background, policies and organisational framework of Bradford Dragons Basketball Club & Community Foundation. Additional information will be provided to help the volunteer in their work. Bradford Dragons Basketball Club & Community Foundation will strive to make information accessible and relevant to local needs. Opportunities to develop knowledge and skills will also be provided as appropriate.

Support and supervision

Volunteers will be supported and supervised by a named contact person who may be a member of the Club or another volunteer. This person will provide the volunteer with feedback on their work, the opportunity to discuss future work and a chance to discuss any issues that may arise.

Health and Safety

Bradford Dragons Basketball Club & Community Foundation will, as far as is practical, care for the health, safety and welfare of its volunteers. Volunteers will be made aware of relevant Health and Safety procedures and receive appropriate support and training.

Expenses

Volunteers will be reimbursed travel and other out of pocket expenses which have been agreed in advance. To claim expenses, supporting receipts must be provided.

Having a Voice

Volunteers will be given opportunities to express their views about issues concerning the organisation and its work and can also give feedback through their appointed supervisor. They are to become Members of Bradford Dragons Basketball Club & Community Foundation and to stand for election to the Board.

Insurance

Volunteers will be covered by the organisation's insurance policy while engaged in approved work for Bradford Dragons Basketball Club & Community Foundation.

Equal Opportunities

Volunteers will be made aware of Bradford Dragons Basketball Club & Community Foundation's Equity Policy and will be supported in its practice. All volunteers are required to adhere to this policy.

Confidentiality

Some volunteers, depending on the task they are carrying out, may have access to confidential information, or to individuals' personal information. The organisation needs to be able to trust its volunteers with such confidential information where appropriate, and all volunteers will be asked to sign a confidentiality clause as part of their Volunteer Agreement.

Resolving concerns

Bradford Dragons Basketball Club & Community Foundation aims to identify and resolve problems at the earliest possible stage. A Grievance Procedure is in place for dealing with complaints or grievances by volunteers. Where the actions of a volunteer gives rise to serious concern the Disciplinary Procedure may be used and appropriate action taken.

Conduct of Volunteers of VB

All volunteers are expected to behave reasonably and not to bring Bradford Dragons Basketball Club & Community Foundation into potential or actual disputes.

Volunteering and Employment Legislation

Volunteers are not covered by regulations, legislation and directives which normally apply to paid workers.

Dated March 2015