



The Sir Tom Finney Football Club **Volunteers Policy**

1. Introduction

This policy sets out the broad principles for voluntary involvement in The Sir Tom Finney Football Club (STFFC). It is of relevance to all within the club, including volunteers, players, members, and those elected or appointed to positions of responsibility.

This policy is endorsed by the Committee of Sir Tom Finney Football Club and will be reviewed on a yearly basis, to ensure that it remains appropriate to the needs of the club and its volunteers.

2. Commitment

The Sir Tom Finney Football Club acknowledges that volunteers contribute in many ways, that their contribution is unique and that volunteering will benefit members and players of Sir Tom Finney Football Club, local communities and the volunteers themselves. Sir Tom Finney Football Club values the contribution made by volunteers and is committed to involving volunteers in all positions and in ways which are encouraging, supportive and which develop volunteering.

The Sir Tom Finney Football Club recognises its responsibility to arrange its volunteering efficiently and sensitively so that the valuable gift of the volunteer's time is best used to the mutual advantage of all concerned.

3. Definition

Volunteering is an important expression of citizenship as well as an important component of democracy. Volunteers are people who are, unpaid and of their own free will, contribute their time, energy and skills to benefit the community. This has not to be forgotten.

4. Statement of values and principles

Volunteering is a legitimate and crucial activity that is supported and encouraged by The Sir Tom Finney Football Club. The volunteer role is a gift relationship, binding only in honour, trust and mutual understanding. No enforceable obligation, contractual or otherwise, can be imposed on volunteers to attend, give or be set a minimum amount of time to carry out the tasks involved in their voluntary activity. Likewise, Sir Tom Finney Football Club cannot be compelled to provide either regular tasks, payment or other benefit for any activity undertaken by the volunteer.

Although volunteers offer time freely and willingly without binding obligation, there is a presumption of mutual support and reliability. Reciprocal expectations are acknowledged – both in what Sir Tom Finney Football Club expects of volunteers and what volunteers can expect of Sir Tom Finney Football Club.

5. Volunteer Co-ordination

All volunteers will have a nominated volunteer or volunteers to offer guidance and advice to help the volunteer carry out their role effectively. Volunteers will be informed of who to contact to receive support and assistance.

The nominated post holders with responsibility for the development of volunteer activities within Sir Tom Finney Football Club are Peter Mason (Secretary/Chairman), Laura Rushton (Vice Chair and Volunteer Development) and Kath Mason (Senior Welfare Officer).

6. Recruitment & Selection

The Sir Tom Finney Football Club is committed to equal opportunities and believes that volunteering should be open to all regardless of race, gender, religion, sexual orientation, political beliefs or offending background that does not create a risk to vulnerable groups including children. The acceptance of volunteer assistance for a particular role is made on merit, the sole selection criterion being the individual's suitability to carry out an agreed role. Information about the volunteer not relevant to the performance of the volunteering role concerned will be disregarded by the organisation in terms of recruitment and selection.

All volunteers will be asked to undergo an enhanced Disclosure and Barring Services (DBS) check if their role puts them into contact with children/young people. More detailed information will be made available specific to legislative requirements and to the particular volunteer position. Volunteers will only be allowed to take up a role with children/young people when their DBS check has been received and is clear.

Volunteers will have a clear and concise role description, which will be subsequently reviewed on an annual basis. Volunteers will be properly briefed about the activities to be undertaken and given all the necessary information, training and equipment to enable them to perform the role with confidence.

7. Training & Development

All volunteers will be made aware of and have access to all the organisation's relevant policies, including those relating to volunteering, safeguarding, player recruitment and welfare.

The development of training and support for volunteers is a high priority for Sir Tom Finney Football Club in order to equip them with the necessary information and skills to carry out their role. It will be the responsibility of the designated person referred to above to see that this training is provided. It is the responsibility of the volunteer to attend relevant training. Training provided at TSTFFC expense must add value to the club as well as to the individual.

8. Support, Supervision and Recognition

Volunteers will have a named person to whom they can take their volunteering concerns and seek guidance and support. This person is the Senior Welfare Officer

Volunteers will have access to regular support and advice. This will enable both the volunteer and the committee of Sir Tom Finney Football Club to identify, monitor and

evaluate the volunteer's involvement, recognise achievements and identify individual training needs, including that relevant to their particular volunteering role.

Volunteer managers will be given the opportunity, where relevant, to share their views and opinions with Sir Tom Finney Football Club committee and fellow managers at bi-monthly committee/managers meetings.

A process will be developed in order to give formal recognition of the contribution of the organisation's volunteers e.g. articles in newspapers and newsletters whenever and where ever possible.

9. Expenses

The Sir Tom Finney Football Club will cover all referee fees and will reimburse managers on a regular basis for any fees paid by themselves.

Sir Tom Finney Football Club does not as a rule cover expenses of volunteers however it is accepted that in exceptional situations and for the benefit of the club volunteers may have to cover some costs. With prior agreement of the committee these expenses will be reimbursed.

Travel costs for the Ladies first team will be covered as per the agreed level and to a maximum of 4 cars for identified away fixtures.

10. Insurance

The organisation's liability insurance policies include the activities of volunteers and liability towards them. The organisation does not insure the volunteer's personal possessions against loss or damage

11. Confidentiality

The organisation will advise the volunteer on its confidentiality policy and procedures, where relevant. This would include those relating to personal information held by the organisation relating to the volunteer.

12. Settling Differences

The Sir Tom Finney Football Club aims to treat all volunteers fairly, objectively and consistently. The organisation seeks to ensure that volunteers' views are heard, noted and acted upon promptly and aim for a positive and amicable solution based on Sir Tom Finney Football Club guidelines for settling differences (Welfare Policy).

The Senior Welfare Officer and or the Chairman of the football club is responsible for handling problems regarding volunteer complaints or conduct and these should be referred to him/her. In the event of a problem, all relevant facts should be obtained as quickly as possible. Support will be provided by the club to the volunteer while it endeavours to resolve the problem in an informal manner. If an informal resolution proves impossible, the club's Welfare Policy will be referred to. If a volunteer's behavior is repeatedly or seriously unacceptable, they may be asked to change their role, or to leave the club. This decision will be made by the committee having heard the findings of the welfare investigation.

13. Rights and Responsibilities

The organisation recognises the rights of volunteers to:

- know what is (and what is not) expected of them
- have adequate support in their volunteering
- receive appreciation
- volunteer in a safe environment
- be insured
- know their rights and responsibilities if something goes wrong
- receive appropriate training
- be free from discrimination
- be offered the opportunity for personal development

The organisation expects volunteers to:

- be reliable
- be honest
- respect confidentiality
- make the most of training and support opportunities
- carry out their role in a way that reflects the aims and values of Sir Tom Finney Football Club
- carry out their role within agreed guidelines
- respect the work of the organisation and not bring it into disrepute
- comply with the organisation's policies

For more information please contact our Lead Welfare Officer:

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