



Sparta Trampoline Club SCIO acknowledges the essential contribution made by people who choose to volunteer their time, energy and skills to support the club. In return, the club is committed to meeting volunteers' needs through ongoing support and aims to offer a positive experience of volunteering for all involved.

Volunteers are not employees; they are not contracted to volunteer, paid a salary or given an agreed gift in return for their volunteering. Sparta Trampoline Club SCIO will not create volunteer roles to replace paid staff positions.

Volunteering enables Sparta Trampoline Club SCIO to deliver more than would otherwise be possible, whilst providing an opportunity for people to contribute on a more flexible basis, engaging the local community and supporting gymnasts and parents within the club to contribute further if they wish to do so.

Volunteers are involved in five main roles:

- Training Support (e.g. set up and pack down of equipment)
- Competition Support (e.g. marshalling, recording or information desk)
- Competition Judging
- Administration Support (e.g. clothing orders)
- Fundraising

Additional roles will be developed over time based upon the skills and interests of individual volunteers and the needs of the club.

Sparta Trampoline Club SCIO has a Board of Trustees and the majority of Trustees also contribute in a voluntary capacity. Trustee roles and responsibilities, however, are set out in the club constitution and their support and management procedures might vary from those outlined here.

Volunteering is overseen by the Board of Trustees, with the Chief Executive acting as the volunteers' main point of contact. Depending on their role, volunteers might also have regular contact with club coaches, Trustees or officials from other clubs, including competition organisers.

### **Mutual expectations**

All club coaches, officials and volunteers must uphold the Code of Conduct for the club at all times.

In addition, Sparta Trampoline Club SCIO asks the following of all volunteers:

- To contribute to the best of their ability.
- To meet all agreed time commitments and when unable to do so to give as much notice as possible so that other arrangements can be made.
- To follow club policies and procedures, and to uphold rules and regulations of British Gymnastics / Scottish Gymnastics.
- To agree to checks under the Protection of Vulnerable Groups (PVG) scheme if required.
- To ask if anything is unclear at any time.
- To let the club know when they decide to leave the club or want to take a break from volunteering.

In return, volunteers can expect the following support from Sparta Trampoline Club SCIO:

- The opportunity to agree the activities that will form the volunteer role.
- Ongoing support to enable them to contribute effectively and to the best of their ability.
- Full training for the role as required.
- A contribution towards the costs of any qualification or ongoing personal development required for the role.
- Clear expectations regarding time commitments and agreement of times as far in advance as possible.
- Flexibility regarding time commitments as far as possible.
- A named point of contact for any questions, issues or concerns that arise.
- Reimbursement of out-of-pocket expenses related to volunteering, within the available allocated budget, and a review of this budget on an annual basis.
- Adequate insurance cover for all volunteering activities.
- Fair treatment in accordance with the club Equity Policy.
- Fair and impartial resolution for any complaints or problems that arise.
- The opportunity to share feedback and contribute to the development and running of the club.
- A written reference for any other volunteering, education or job application, where appropriate.

## **Volunteering procedures**

Recruitment – anyone interested in volunteering will be provided with full information about the roles available and given the opportunity to discuss roles with club officials and other volunteers before making a commitment to volunteering.

Matching – volunteers will be matched to the role that suits them best, based on an informal chat about personal interest, skills, experience and availability, and when an appropriate role is available for them that will benefit both the volunteer and the club.

Saying 'no' – Sparta Trampoline Club SCIO can decide not to offer an opportunity if it is felt that an appropriate role is not available or an individual's interests and skills do not meet the requirements of the club. Potential volunteers can also decide at any time that they do not want to volunteer or that the role available is not right for them.

PVG Scheme membership might be required for volunteers in roles that have direct responsibility for the supervision of young gymnasts or vulnerable adults.

Training – all Judges will require formal training and a personal qualification. Sparta Trampoline Club will contribute to the costs of this qualification and ongoing personal development for this role. For all other roles, informal training will be provided by the club, with opportunities to practice skills and gain confidence in the role as required.

Expenses – volunteers should not be out of pocket as a result of volunteering and can claim reimbursement of any volunteering expenses. This includes travel to and from volunteering, at a rate of 25p per mile or on standard class public transport, up to a maximum of £10 per round trip. The mileage rate and maximum limit will be reviewed on an annual basis and increased if the club budget allows. For expenses other than mileage, receipts must be provided. Expenses will only be reimbursed if an expenses claim form is completed and submitted within three months. Volunteers cannot claim a flat rate payment for their volunteering. If the cost of volunteering is a barrier to volunteering, this can be discussed on an individual basis to ensure equal opportunity for people to volunteer.

Ongoing support – a regular group or individual catch up will be held either in person or by phone to ensure there is a regular opportunity to discuss any concerns and share any feedback between volunteers and the club. Volunteers can also meet individually with the Chief Executive or other club official at any time on request.

Health and safety – Sparta Trampoline Club SCIO is committed to ensuring the safety of all people involved in trampolining, including volunteers. Volunteers will be made fully aware of the specific health and safety requirements for their role, and are responsible for raising any concerns immediately with the Chief Executive, Head Coach or any other official.

Insurance – volunteers are covered by our British and Scottish Gymnastics Club Membership insurance (including public liability).

Confidentiality and Data Protection – volunteers' personal data will be held securely and in accordance with legislation. Volunteers are asked to uphold confidentiality of personal information at all times and to raise any concerns with the Chief Executive.

Safeguarding and child protection – Sparta Trampoline Club SCIO has a Child Protection Policy that all volunteers should be familiar with. Volunteers taking part in roles that have direct contact with children and young people will be provided with further information as required. Volunteers are asked to uphold best practice at all times to ensure the club maintains its duty of care for any young or vulnerable gymnasts.

Equal opportunities – people from all communities are encouraged to volunteer with the club, and will be treated fairly and in accordance with the club Equity Policy. Any concerns related to discrimination or inappropriate conduct should be raised with the Chief Executive or another Trustee and will be treated with respect including a full investigation.

Problem solving (volunteer concerns) – if a volunteer has a concern that they wish to raise, they should speak with the Chief Executive or Head Coach, who will resolve this as quickly as possible. If a concern remains unresolved, or the individuals mentioned cannot be approached, the volunteer should contact one of the Trustees either in person or in writing. The situation will be investigated more formally and a resolution found that enables the volunteer to continue volunteering with the club where possible.

Problem solving (club concerns) – if Sparta Trampoline Club SCIO has a concern about the conduct or behaviour of a volunteer this will be discussed informally with the volunteer. If inappropriate behaviour continues, or is of a serious or illegal nature, or if a complaint is received from a parent or member of the public, volunteers will receive a written notice to meet with the Chief Executive. At this meeting the problem will be discussed more formally. Where possible a resolution will be found that enables the volunteer to continue in their role, for example by offering further training. In some situations, however, the volunteer might be asked to leave the club and given written notice of this decision. If the volunteer feels any decision is unfair, they have the right to appeal the decision to the Board of Trustees.

Endings – Sparta Trampoline Club SCIO acknowledges that people will choose to move on and will leave their volunteering role for many reasons, including changes in personal circumstances and new opportunities elsewhere. When volunteers reach the end of their time with the club, they should give the club as much notice as possible and the club will arrange a final catch up to say thank you and goodbye. Volunteers can also request written references from the club for any other volunteering, education or job application.