



Volunteer Policy

Version	Date	Author	Changes
1.0	15/01/2022	Ring Rowing Club	New version
Approved : <i>Ring Rowing Club</i>			

Ring Rowing Club depends on volunteers to carry out its work, both in the operation of the club and in the carrying out of day-to-day activities. Irrespective of how a volunteer chooses to engage with the club, it is essential that they are consistently treated with respect and fairness, and in a friendly and supportive environment. This Volunteer Policy sets out the principles by which volunteering activity in Ring Rowing Club will be managed.

Volunteer Opportunities Volunteering opportunities exist with respect to:

- Participation in running of the club
- Providing administrative support
- Assisting with the running of public events
- Participating in fundraising and funding activities
- Participating in activity specific projects
- Participation in Standing Committees and other Rowing Ireland Committees

Volunteers are not employees and no volunteers are paid for the time and effort that they contribute to Ring Rowing Club.

Volunteer Recruitment

Ring Rowing Club welcomes volunteer participation from across the community and will assess all applications to volunteer in a fair and transparent manner. The committee may form sub committees from time to time for various projects. Wherever possible, volunteers will have ample experience and ability to undertake their roles and will be subject to the Supervision Policy and Code of Conduct. Volunteers are responsible for making themselves aware of the Club's policies and Codes of Conduct which are available to all Volunteers.

Working Conditions

Ring Rowing Club is committed to ensuring that all volunteers operate in a safe working environment. Volunteers are expected to participate fully in any training provided, to assist them in carrying out work activities assigned to them. When working on behalf of Ring Rowing Club, volunteers are expected to take all necessary steps to ensure their own safety and that of members of the public with whom engage.

Training and Development

Ring Rowing Club is committed to providing volunteers with an opportunity to learn and grow through their engagement with us. Learning opportunities may arise from participating in tasks or activities that are new to a volunteer or project management responsibilities. Each volunteer will receive an appropriate level of induction training (in keeping with his/her volunteering role).

Support and Guidance

Volunteers will be made aware of how their specific role helps towards achieving the overall goals and objectives of the club as set out in the yearly plan. As work-related questions may arise throughout the year, if unsure please liaise with committee members as appropriate. In this way, practical work-related issues that may arise can be dealt with in a timely fashion.

Recognition of Volunteers

Ring Rowing Club is committed to recognising the invaluable contribution that volunteers make to both the club and the community it serves. To this end, volunteers will be thanked for their efforts privately and publicly when opportunities arise, and volunteers will be encouraged to attend celebrations and events organised by Ring Rowing Club.

Expenses

Out-of-pocket expenses may be reimbursed to volunteers, subject to the agreement of Ring Rowing Club and within the terms agreed in advance. Original receipts must be submitted to the Club Treasurer within one month of being accrued for costs being reimbursed.

Insurance

The club will ensure that appropriate insurance cover is in place to cover all volunteers. Ring Rowing Club does not provide motor insurance or breakdown assistance for volunteers using their personal motor vehicles. Your Rowing Ireland ID also includes insurance cover.

Managing Difficulties

We recognise that difficulties may arise between volunteers and Ring Rowing Club from time to time. Whenever possible, any such difficulties will be dealt with informally and in a timely fashion.

Disciplinary Matters

Should the behaviour or activities of a volunteer pose difficulties to the operations or reputation of Ring Rowing Club, then an appropriate Complaints and Disciplinary policy will be followed. The disciplinary procedure will provide volunteers with an opportunity to explain their case fully and fairly.

Grievance Matters

Should the behaviour or work demand of members of Ring Rowing Club pose difficulties for a volunteer, then an appropriate grievance procedure will be followed by the Committee. The Complaints and Disciplinary policy will provide volunteers with a fair and supportive opportunity to state their issue(s) so that they can be resolved in an amicable fashion.

Confidentiality

In the course of their activities on behalf of Ring Rowing Club volunteers may have access to information that is not intended for dissemination publicly. Volunteers are required to keep this information confidential. It is the

responsibility of committee, to determine the appropriate time at which confidential information will be released to the public, subject to adherence to any relevant legislative requirements.