



**South West Academy of Sport (SWAS)**

**Volunteer Policy**



## Version Control, Change History and Distribution

### Version Control

<b>Document Name:</b>	Volunteer Policy
<b>Prepared by:</b>	Nic Kaiser – SWAS CEO
<b>Endorsed by:</b>	SWAS Board
<b>Date endorsed:</b>	February 2019
<b>Version:</b>	2.0
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### Change History

<b>Amendment date</b>	<b>Version No.</b>	<b>Date of Changes Endorsed</b>	<b>Description of change</b>
29/8/2024	1.0 -> 2.0	7/10/24	Updated terminology

### Distribution

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## **VOLUNTEER POLICY**

### **1. Definition:**

Volunteer means a person whom without remuneration or reward voluntarily engages in providing services to SWAS.

### **2. Rationale:**

Volunteers add significantly to the human resources available to SWAS, and consequently they deserve encouragement, effective management, support and recognition.

### **3. Aims:**

3.1. To maximize the number and variety of effective volunteers who contribute to SWAS.

3.2. To provide volunteers with the support and recognition they deserve.

### **4. Implementation:**

4.1. Volunteers are actively encouraged to partake in SWAS activities, and will be invited to do so.

4.2. Volunteers may be sought formally through written invitations and personal approaches, as well as informally through conversation and opportunity.

4.3. SWAS will seek to provide a variety of opportunities for volunteer participation, particularly for ex-athletes, parents and University students.

4.4. Volunteers may be provided with any support, professional development or instruction necessary to help them carry out their tasks at SWAS in a confident and effective manner.

4.5. Volunteers are required to carry out tasks in a manner consistent with SWAS expectations, including maintenance of a professional, cooperative and confidential working environment.

4.6. Volunteers will not be required to carry out tasks with which they are uncomfortable.

4.7. Volunteers may be sought to assist with coaching activities. SWAS requires that volunteers assisting with coaching to provide a satisfactory Working with Children check prior to their participation in line with our Child and Vulnerable People Policy and Procedures.

4.8. Sport Head coaches must maintain a ledger of volunteers and their attendance dates / times.

4.9. Volunteers undertaking Academy work on behalf of, and with the approval of, the Academy Board or Executive officer are indemnified as to their personal liability in similar terms to coaches.

**4.10.** Personal property of a volunteer is not covered under the Academy insurance policy