Whitchurch Tennis Club Hampshire (WTC) Volunteer Policy

Introduction

WTC is a friendly club which welcomes new members of all ages whether they are experienced, beginners or just want to get back into tennis. There is also the opportunity to join the club as a social member for those who do not want to play tennis or do not have the time or maybe have given up the sport for various reasons.

Aims and Objectives

See: The Constitution

As a club run by volunteers, WTC recognises that to achieve its aims, it needs to involve a wide range of volunteers. This will:

- Increase the knowledge base of the club
- Ensure that the club/organisation serves its members in the most cost-effective way
- Bring diversity of skills and experience
- Ensure that the club volunteers reflect that of the local community and their needs
- Share the workload of exiting volunteers.

Principles

This Volunteer Policy is underpinned by the following principles

WTC

- Will ensure that volunteers are properly welcomed and integrated into the club.
- Recognises that volunteers require satisfying tasks and personal development and will seek to help volunteers meet these needs if and where appropriate
- Will treat volunteers fairly and be supportive should any difficulties arise

Recruitment and Selection

Identifying a volunteer role

WTC will ensure that wherever possible volunteers' roles are clearly defined such as

- The main duties of the role
- An estimation of time commitment required
- Any skills, knowledge or experience that is required for the role

Promoting volunteer opportunities

- WTC will promote volunteer opportunities in the following ways:
- Directly asking members and their families
- On the club's website and notice board at the courts and Facebook page
- In newsletters

Volunteer Agreements and Code of Conduct

Volunteers will be expected to adhere to the aims and objectives of the club. Any agreement between a volunteer and the club is not legally binding and can eb terminated at any time by either party.

Expenses

WTC that volunteers give their time and experience and so should not be left out of pocket through their voluntary activities. The club will pay reasonable expenses incurred by volunteers in their service to WTC. This can include:

- Travel to and from volunteering/attending training courses/meetings on behalf of the club
- Postage, phone calls, stationery etc
- Cost of any special equipment

Induction and Support

WTC will ensure that all volunteers are welcomed into the club and provided with the following information:

- Committee structure
- Useful contacts
- Policies

Insurance

All volunteers are covered by the LTA Insurance Policy

Health and Safety

Volunteers must adhere to the Risk Assessment and Health and Safety policy and other information published and available at the club house.

Equal Opportunities

WTC is fully committed to the principles of equality of opportunity and is responsible for ensuring that no volunteer or member receives less favourable treatment on the grounds of age, ability, gender, ethnicity, sexual orientation or religious beliefs.

Problem Solving

WTC aims to identify and solve problems at the earliest possible stage, If a volunteer has any problems or concerns, then they should raise them with the Chai of the committee of any other suitable member of the committee.

Grievance and Disciplinary Procedure

WTC will attempt to solve any problems before any formal complaint by discussion with relevant parties

Volunteers will be supported at all stages

Confidentiality

During their voluntary activity, volunteers may have access to confidential information. Volunteers are expected to use their discretion and maintain confidentiality in line with relevant polices such as the Data Protection Act 1998 and GDPR regulations.