



VOLUNTEER POLICY

Volunteers are an important and valued part of North Belfast Harriers; without you we couldn't exist. We hope that you enjoy volunteering with us and feel a full part of our team.

This policy sets out what you can expect from us and what we can expect from you. We aim to be flexible.

This Policy covers committee, team, coaching, and event volunteers.

We at NBH will do our best to:

- Introduce you to how the organisation works and your role in it.
- Provide you a full explanation of your duties/responsibilities, including the days/times when you have agreed to volunteer within the club.
- Supply you with committee names and others that can help/mentor you.
- Cover the cost any relevant training needs.
- Respect your skills, dignity and individual wishes and do our best to meet them.
- Consult with you and keep you informed of possible changes that will affect you.
- Insure you against any injury you suffer or cause due to negligence while you are volunteering for us.
- Apply our equal opportunities/equity policy.
- Apply our complaints procedure where appropriate.
- Provide you with the following documents:
 - Safety Guidelines;
 - Codes of Conduct;
 - Equal Opportunities/Equity Policy;
 - Child Protection Guidelines;
 - (our policies are updated regularly and posted on the website as well as a hard copy in the clubhouse).

Coaching

Coaches working within NBH do so in a voluntary capacity. They are encouraged to work to high standards and adopt recognised best practice where possible. In addition to their own standards of practice, coaches should be aware of and NBH's own:

- Safety Guidelines;
- Codes of Conduct;
- Equal Opportunities/Equity Policy;
- Child Protection Guidelines.

Coaches must also hold valid Access NI and Safeguarding Certificates.

It is appreciated that at times a coach may not be able to cover their session so were possible we would ask that 24 hours' notice is given to ensure the appropriate ratio of coach to athletes is maintained.

Committee

Committee members:

- Will be elected each year at the Annual General Meeting (AGM).
- Will meet on a monthly basis.
- Will familiarise themselves with the club's policies and update when necessary.
- Will treat matters with confidence.
- Will always act in the best interest of club.

Teams

Teams are set up to assist the committee e.g. to deal with things like premises, social events, particular races, coaching.

Event Volunteers

The Committee/event organiser will put out calls occasionally for volunteers, to cover various tasks such as, race director, marshalling, timekeepers, course set up, course down, clean up, this is not an exhaustive list.

They will be briefed at the start of event in the case of club races by the race director.

Expenses

The Club will reimburse any reasonable expenses incurred while volunteering for or on behalf of the club. The club will pay for any courses undertaken by volunteers that are necessary or will improve their ability to do the role being undertaken i.e. safeguarding (compulsory for all coaches), 365 Workshop, LIRF, Assistant Coach etc.

It is appreciated that not all volunteers might want the responsibility of some roles, they may just want to help occasionally and that's fine we appreciate your help and will work with you.

Reviewed September 24