

SHOTWICK LAKE SAILING

Policy: Volunteering

Rev A March 2010

Reason for Policy:

Shotwick Lake Sailing acknowledges the contribution and impact volunteers have on society through their involvement in organisations. Shotwick Lake Sailing recognises the historic and on-going role that volunteers play in the development of the Sailing Club and in the maintenance of existing facilities. We acknowledge that our club would not exist without the dedication and commitment of volunteers.

Shotwick Lake Sailing demonstrates its commitment to volunteering through *membership of volunteering bodies such as Flintshire Local Voluntary Council and embraces the RYA guidelines on Volunteering.*

Shotwick Lake Sailing is committed to involving volunteers in all aspects of its activity. We have developed a volunteering policy and programme to provide a framework for the involvement of volunteers in our work and in meeting our aims highlighted in our Development Plan.

Shotwick Lake Sailing is committed to continuous improvement and working within recognised good practice framework, as far as our capacity reasonably allows.

Policy Statement:

Shotwick Lake Sailing values the contribution that volunteers can make to our organisation. They help reflect the diverse interests, needs and resources to enable the club to develop in a sustainable way. We recognise volunteers as invaluable contributing alongside the elected Board of Directors to enable us to deliver the range of activities we are able to support.

Shotwick Lake Sailing recognises that volunteering is a two-way process that provides us with the benefits of the skills, experience and enthusiasm that volunteers bring and provides volunteers with opportunities to further enhance or develop skills, gain experience of new working environments and gain personal benefits and satisfaction from the volunteering experience. We are committed to managing and supporting volunteers in a way that ensures that the needs of both parties are met, as far as our capacity reasonably allows.

Shotwick Lake Sailing strives to create a diverse and inclusive organisation; we are therefore committed to ensuring equality of access to high quality volunteer opportunities and equality of treatment for our volunteers in all our policies and practices.

Principles Statement:

Shotwick Lake Sailing recognises four principles fundamental to volunteering. *These are Choice, Diversity, Mutual Benefit and Recognition*) These inform every aspect of Shotwick Lake Sailing volunteer policy and programme.

Choice – volunteering must be a choice freely made by each individual. Freedom to volunteer implies freedom not to become involved. Members of Shotwick Lake Sailing accept that for the club to operate effectively and survive economically each member is expected to offer volunteer time equivalent to 12 hours as a minimum to support the club.

Diversity – volunteering should be open to all, no matter what their background, race, colour, nationality, religion, ethnic or national origins, age, gender, marital/partnership status, sexual orientation or disability.

Mutual Benefit – volunteers offer their contribution and skills unwaged but should benefit in other ways in return for their contribution. Giving time voluntarily must be recognised as establishing a reciprocal relationship in which the volunteer also benefits and feels that his or her contribution is personally fulfilling. Members benefit from volunteering by securing the sustainability of the club for current and future generations and in some circumstances gain additional skills and qualifications which can be useful outside the club environment.

Recognition – explicit recognition that valuing the contribution of volunteers is fundamental to a fair relationship between volunteers and Shotwick Lake Sailing. This includes recognising the contribution to the organisation, the community and the sport of sailing.

Responsibilities:

Shotwick Lake Sailing recognises that the success of its volunteer policy and programme is dependant on the active support of all parts of the organisation.

The Board of Directors of has overall responsibility for ensuring that the Volunteering Policy and programme meet the needs of Shotwick Lake Sailing *and* is implemented effectively and reviewed at appropriate intervals.

Volunteers – all volunteers are responsible for ensuring that this policy is implemented effectively within the volunteering roles they are undertaking.

Related documentation:

Constitution documents: Memorandum of Association and Articles of Agreement.
Club Bye-laws
Policy on the use of club equipment.
Equal Opportunities Policy (Contained with the constitution documents)
Health and safety risk assessment.
Child Welfare Policy.

Roles for Volunteers

The club has a wide range of volunteer roles available as follows:

Role	Description
Commodore	Acts a Chairman of the Board of Directors and supports all areas of activity at the club.
Treasurer	Deals with the financial planning, budgeting and recording for the club including communication with members, our bank and HMRC.
Secretary	Records meetings of the Board of Directors and deals with correspondence to the club.
Sailing Secretary	Develops the racing programme and liaises with class associations and other sailing clubs. Leads adjudication related to the racing charter.
Membership Secretary	Manages membership list and receives annual membership form and fees from new and existing members.
Training Officer	Develops of training programme under the clubs RYA recognition and other non-RYA sail and powerboat training. Receives enquiries and deals with bookings for courses.
Social Secretary	Leads the organisation of social events.
Duty Rota officer	Develops duty rota to provided race officer and safety boat cover for organised sailing events.
Galley Staff	Assists in providing refreshments at specific club events.

Bosun	Leads recording completion of statutory checks, fire alarm, electrical testing etc. under the guidance of the Board of Directors.
Site Maintenance Staff	Leading grass cutting, painting etc.
Boat berthing Officer	Organises boat berthing and removal of abandoned boats.
Newsletter Editor	Develops / edits the newsletter with contributions from the membership and others.
Web site manager	Manages the web site to maintain site up to date and incorporate new items.
Child Welfare Officer	Acts a focus for Child Welfare issues in accordance with the clubs Child Welfare Policy.
Publicity Officer	Develops articles / information with the objective of increasing publicity for the club locally and regionally via various media routes.
Work Party Co-ordinator	Encourages attendance at work parties and organises specific activities and materials in conjunction with the Board of Directors.
Volunteer Co-ordinator	Leads the recruitment and management of volunteers including induction, skills development and acts as a focal point for volunteers.
Director / Trustee	This is an additional role carried out by the Commodore, Treasurer, Secretary & others nominated and elected at the AGM. The role involves legal responsibility in accordance with the Companies Act, Charities Act and other Statutory Regulations.

The list above is not exhaustive; suggestions for further roles which advance the objectives of Shotwick Lake Sailing will be considered by the Board of Directors. If you wish to volunteer for any role speak to the Volunteer Co-Ordinator email volunteering@shotwicksailing.org or any member of the Board of Directors.

Exclusions:

Shotwick Lake Sailing recognises that its Board of Directors are volunteers. However, where a Board member is acting purely within that role description they are covered by separate requirements in recognition of that unique role and the statutory obligations placed on them by the constitution of Shotwick Lake Sailing and by Charity and Company law. When Board members are undertaking other voluntary activity within Shotwick Lake Sailing their involvement is covered by this policy.

Payment of expenses:

Volunteers will be paid expenses in the following circumstances:

1. Course fees for training / courses including reasonable accommodation costs and travel costs associated with carrying out volunteer roles noted above.
2. Travel on club business to remote locations. Note specifically travel cost to and from the sailing club are not reimbursed.

Prior to any claim for re-imbusement to be made the detail of the proposed expense must be agreed in advance by two members of the Board of Directors.

Review:

This policy will be reviewed by the Board every three years.