

# **CAVEHILL TENNIS CLUB**

## **VOLUNTEERING POLICY**

### **VALUES**

1. Cavehill Tennis Club values the involvement of volunteers in our club and recognises volunteers as a core part of our team.
2. Insofar as the Club benefits from the skills, experience and enthusiasm of volunteers, we believe that volunteers should be able to gain personal benefits from the experience too.
3. The Club is committed to ensuring equality of access to volunteering opportunities and equality of treatment for our volunteers.

### **PREPARATION AND PLANNING**

4. The Club identifies roles for volunteers to contribute to the running and development of the club.
5. All volunteers are provided with details of the tasks and duties required to fulfil their role.
6. Where appropriate, volunteers are covered by the Club's public liability insurance.
7. The Club endeavours to provide adequate facilities and resources to enable volunteers to fulfil their roles.

### **RECRUITMENT AND SELECTION**

8. Volunteer opportunities are widely promoted throughout the Club.
9. The organiser of the activity/role will have an informal chat with potential volunteers to ensure that the opportunity matches the potential volunteer's skills.

### **MANAGEMENT OF VOLUNTEERS**

10. All volunteers are properly briefed about the role to be undertaken and given all the necessary information to enable the volunteer to carry out the role with confidence.
11. Volunteers can contact the activity/role organiser at any time for further guidance and support.
12. Where volunteering roles involve working with children and young people, the volunteers must have an Enhanced Access NI Certification and must attend Safeguarding Children & Young People in Sport Awareness Training within six months of taking up their role.