East Bierley Community Sports Association

Volunteering Policy

07/07/2025

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Document Control.

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12/01/25	1.0	Policy created	Bolu Fagborun
07/07/25	1.1	Policy updated to reflect EBCSA branding	Chris Marsden

1. Introduction

East Bierley Community Sports Association (EBCSA) is centred around providing public benefit through the advancement of amateur sport, including by providing facilities for playing football, rugby league, rugby union and other amateur sports promoting health, as the Trustees shall determine. The organisation promotes recreational and leisure activities that benefit the inhabitants of the local and wider community.

Volunteer Vision

- Help volunteers gain valuable work experience for future endeavours.
- Support aspiring sports coaches and those in related roles with hands-on experience.
- Create opportunities for volunteers to integrate into the community and gain a sense of belonging and contribution.
- Enable volunteers to help build a stronger, more sustainable community through sport.

EBCSA recognises the valuable contribution of volunteers and is committed to demonstrating good practice in volunteer management. This policy outlines our approach to recruitment, training, and support for volunteers to ensure a high-quality and positive experience.

2. Aims Of The Volunteer Policy

- Outline how EBCSA will recruit, manage, and support volunteers following national guidelines and best practices.
- Ensure all staff and clubs understand and follow systems and procedures related to volunteer management.

3. What Is An EBCSA Volunteer

An EBCSA Volunteer is defined as someone who, unpaid and of their own free will, contributes their time, energy and skills to the benefit of the organisation. EBCSA has a commitment to celebrating the involvement and achievements of all our volunteers. We recognise that volunteers can bring new ideas, skills, enthusiasm and a different perspective to our work. The policy is intended to outline our expectations; it does not constitute any form of contract between the volunteer and EBCSA.

4. Our Commitment To Volunteers

We are committed to offering safe, enjoyable and rewarding volunteering experiences, which are supervised and resourced appropriately. Where possible, we will tailor the role to meet the needs of the volunteer. There will be a transparent process for recruiting and managing Volunteers. We will develop Volunteer role descriptions to enable potential volunteers to understand the volunteer opportunity and decide if it is appropriate for them.

Volunteers will be supported by an induction and training programme and regular reviews. At the end of the volunteering opportunity Volunteers will be given support with moving on, such as a job reference or referral to other programmes/ services where appropriate.

5. Volunteer Roles

Volunteer roles are reviewed regularly and assessed for appropriateness and safeguarding. Across EBCSA and its Member Clubds, roles include (but are not limited to):

- Coaches, Assistant Coaches, Team Managers
- Club Welfare Officers, Fixture Secretaries, First Aiders
- Chairpersons, Web & Social Media Officers
- Grounds Maintenance Support, Kitchen Support, Game Day Helpers
- Community Support, Community Cohesion Volunteers

Additional roles may be created for specific projects and reviewed for suitability.

6. Relationship With Paid Staff

Volunteers complement but do not replace paid staff. They are not used to fill roles previously held by paid staff. Management responsibilities related to volunteers will be reflected in staff roles where appropriate.

7. Equal Opportunities

EBCSA is committed to inclusivity and equal opportunities. No volunteer will face discrimination based on race, gender, age, disability, religion, or any protected

characteristic. Opportunities will be made accessible and inclusive, with reasonable adjustments as required.

8. Volunteer Recruitment Process

1. Advertise the role via online platforms, social media, and outreach.
2. Share Volunteer Role Description and Application Form. Offer help with completing forms.
3. Informal interview for suitable applicants. Offer feedback if not suitable.
4. Reference checks and DBS if required. Confirm offer and start date.
5. Induction.
6. Role-specific training
7. One-month review with continued support and feedback.

Roles mandated by governing bodies (e.g., RFL, FA) will follow their additional protocols.

9. Support And Supervision

EBCSA recognises the importance of supporting Volunteers so that they feel valued, motivated and able to develop in their role. Support will be provided in a variety of ways:

- Regular one-to-one and group check-ins
- Peer mentoring
- Structured reviews to assess experience, address concerns, and support development

10. Confidentiality, Data Protection & Copyright

- Volunteers' data is held securely and in compliance with GDPR.
- Confidentiality is expected regarding service users and operations.
- Volunteers will sign confidentiality agreements and must not speak to the press on behalf of EBCSA without approval.
- Creative works produced during volunteering remain the copyright of EBCSA.

11. Induction And Training

All volunteers receive induction covering safeguarding, equality, health and safety, and confidentiality. Role-specific training is provided based on needs.

12. Expenses

Out-of-pocket expenses are covered on a project basis where funding allows. Receipts are required. Volunteers often receive meals during events or game days.

13. Insurance

Volunteers are covered by EBCSA's/Clubs insurance when undertaking agreed activities in line with policies and procedures.

14. Health & Safety

- All activities are risk assessed.
- Inductions include H&S guidance.
- Emergency contacts and medical information will be collected.
- Adjustments are made for volunteers with specific needs.

15. Young Volunteers

- Roles assessed for under-18s.
- Supervision required for under-18s.
- Under-16s need parental consent and child work permit (Kirklees Council).
- Age-appropriate induction and safeguarding.

16. Problem Solving

Volunteers are expected to uphold EBCSA policies. Concerns should be raised with their supervisor. Unresolved issues follow a formal process and may result in ending the volunteer agreement. Complaints involving staff are managed via EBCSA's complaints policy.

17. Volunteer Recognition

Volunteers are recognised and appreciated through:

- Thank you messages and verbal appreciation
- Invitations to events
- Mentions in board meetings
- Inclusion in planning and team feedback