



Ballymena United Volunteer Policy



Ballymena United Football Club, founded in 1928, is a semi-professional football club, currently playing in the Northern Irish Football League. Ballymena United relies upon the support of a wide range and number of volunteers. The aim of this policy is to ensure that there is a clear and appropriate approach to the recruitment of volunteers to support the activities of the Club.

Volunteers make a significant contribution to the work and objectives of the club. We also recognise that volunteering is an exchange. We value and benefit from the skills and knowledge that volunteers bring to football. In return, we aim to ensure that volunteering is a positive experience.

A volunteer is someone who performs a task at the request of, or on behalf of, the club. In part, a volunteer's motivation is about benefitting the wider community beyond any benefit they may gain themselves. In addition, a volunteer does not receive financial compensation beyond the reimbursement of expenses.

Values

- Volunteers are recognised as equal partners in achieving the aims of the football club
- The selection procedure for volunteers follows guidelines for best practice e.g. Equal Opportunities,
- Volunteers are properly integrated into the club structure and mechanisms are in place for them to contribute to the our work
- We expect that staff at all levels will work positively with volunteers and, where appropriate, will actively seek to involve them in their work
- Volunteers are provided with a clear explanation of what is expected of them
- Volunteers are provided with the necessary training and support to carry out their assigned role and responsibilities. Our club recognises that volunteers require satisfying work and personal development and will seek to help volunteers meet these needs.

Recruitment and selection

The following are the broad steps involved in recruiting volunteers:

Step 1: Defining the role

- A role description is clearly and accurately defined, outlining responsibilities, skills needed and terms of engagement;

- A clear management structure for recruiting and supporting the role is agreed;
- The role is subject to club licensing and safeguarding process;
- The creation of a new role must be signed off by the Chairman.

Step 2: Publicising the role

Once the role is defined, steps should be taken to develop a plan to advertise the opportunity in an inclusive way. We aim to reach the broadest possible range of people and raise awareness of the volunteering opportunities offered by us.

Step 3: Process and selection of applicant

All prospective volunteers will need to submit a formal application to volunteer. This application will be processed carefully to identify how the prospective volunteer would fulfil the role, their skills and their suitability.

Depending on the nature of the role, successful volunteers should provide a reference from a suitable person (excluding relatives) attesting to their character and suitability for the position. Depending on the role, exceptions may be made to this requirement occasionally.

Volunteers may be subject to an Access NI check depending on the nature of their role.

Volunteers considered inappropriate for the role they apply for will be given feedback, and the opportunity to explore other options in other settings.

Training and development

New volunteers are made to feel welcome and will be provided with relevant information, induction and training as appropriate to their role. Training should be designed to enable the broadest possible range of volunteers to be able to carry out the role they opt for.

Volunteers may wish to develop their skills further whilst helping the football club and where appropriate are encouraged to take on new roles and/or become further involved.

Prior to commencing their work, each successful volunteer will be formally allocated to a mentor. The mentor will normally be the person with whom the volunteer is working, who can directly oversee their work.

The mentor has responsibilities that include ensuring that the volunteer receives the following:

- An induction into the club
- Support sessions, as required, should be regular and in line with the level of the volunteers involvement
- Positive feedback on their work and contribution

Management of volunteers

Ballymena United undertakes to fulfil a range of responsibilities towards its volunteers:

- To agree with you, your voluntary role

- To provide the information and training you need to carry out your role with confidence
- To provide support and supervision and support your development in the role
- To appreciate the contribution you're making to Ballymena United
- To ensure that you are reimbursed for expenses, as agreed
- To provide references, where requested

The club has the following expectations of its volunteers:

- To try to perform your volunteer role as agreed and to the best of your ability
- To let us know as soon as you can if you're unable to carry out any tasks or timings for your role
- To read and stick to the policies and procedures of Ballymena United

We are firmly committed to diversity in all areas of our work in accordance with our equality policy. We believe that we have much to learn and profit from diverse cultures and perspectives. Behaviour or actions which constitute sexual harassment, or physical or any form of intimidation, are unacceptable.

Recognition of Volunteering

Ballymena United recognises the important and wide ranging contribution made by volunteers to the club. The involvement and contribution of volunteers is publicly acknowledged and celebrated where possible. This may be through a number of ways including social events, certificates, inclusion in publications, and thanking and appreciating the work carried out by volunteers.

Where appropriate, volunteers are made aware of opportunities to gain accreditation and formal recognition for their work, for example the Millennium Volunteers awards.

All volunteers are encouraged to express their views about matters concerning the club. Where possible, volunteers are consulted on about decisions affecting their role.

Signed:



John Taggart (Chairman)

(Updated December 2018)