

# **Bolton United Volunteer Policy**

## **1. Introduction**

Bolton United FC aims to provide the best possible start for our young generation and volunteers make a vital contribution to our aims. We recognise the added value that volunteers bring to our organisation.

Within Bolton United FC volunteers are involved in:

- Coaching and managing teams and,
- Dealing with the constitutional and administrative aspect of the football club.

Bolton United FC aims to have a reciprocal and mutually beneficial relationship with our volunteers; with their involvement informing and developing our work, and our work enabling individuals to learn skills and achieve personal development through their volunteering.

The involvement of volunteers will be guided by the following principles of good practice:

- the tasks to be performed by volunteers will be clearly defined, so that all everyone is sure of their respective roles and responsibilities;
- the organisation will comply with the Data Protection Act in the use of data held on all volunteers;
- volunteers will be provided with regular opportunities to share ideas/concerns with a named contact in line with our Support and Supervision Policy;
- all existing and future policies will be checked as to how they affect volunteers
- all volunteers will be undergo DBS checks as well as going onto safeguarding workshops.

## **2. The Purpose of this Policy**

By adopting this policy, Bolton United FC aims to:

- highlight and acknowledge the value of the contribution made by volunteers;
- recognise the respective roles, rights and responsibilities of volunteers;
- confirm this organisation's commitment to involving volunteers in its work;
- establish clear principles for the involvement of volunteers;

**3. Recruitment and Selection** Bolton United FC will adhere to its equalities and diversity policy when recruiting and selecting volunteers. Where there is specific training required this will be highlighted as part of the recruitment process. Where there is a requirement for a Disclosure Check this will be highlighted as part of the recruitment process.

### **Support and Supervision**

Once placed, we will expect volunteers to comply with existing policies and procedures.

New volunteers will assist and shadow existing coaches and managers to gain experience and confidence.

Where a concern is highlighted – either by a volunteer or about a volunteer, this will be dealt with in Bolton United FC's committee meetings following set guidance

**Responsibility**

Overall responsibility for the implementations, monitoring and review of the policy and procedures lies with the trustees and committee of Bolton United. Implementation and adherence to this policy is the responsibility of all staff and volunteers within the organisation.

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