



Tug of War Ireland

Volunteer Policy

1. General

Tug of War Ireland (T.O.W.I.) recognises the need and benefits of volunteers who generously donate their time, skills, efforts and other resources for the betterment of the sport at all levels.

Tug of War Ireland is committed to encourage all club members to volunteer: -

- To be part of our Committee(s).
- To provide different skills and perspective.
- Safely assist T.O.W.I in satisfying the needs of our member & Stakeholders.
- Support a positive image of T.O.W.I

2. Purpose

This policy is intended to provide guidance on all aspects of volunteering in our sport and to ensure that volunteers working for T.O.W.I are involved in meaningful tasks, and work in conditions that are safe where their work input is fulfilling and appreciated. It supplements the safeguarding procedures and policies.

3. Procedures

a) Induction

- Where **relevant**, all volunteers are obliged to undertake a period of training to ensure correct methodology and familiarity with relevant health and safety legalisation, and T.O.W.I policies and objectives.

b) Recruitment/Supervision

- Volunteers shall be engaged at the discretion of the Board of T.O.W.I .
- The Board has primary responsibility for the co-ordination and supervision of work undertaken by volunteers. Volunteers shall carry out their work and duties assigned by the Board.
- On certain tasks, volunteers shall receive appropriate supervision in the performance of their role(s).
- Garda Vetting and references (safe recruitment) are always completed if the role requires it; other checks may also be completed (for example, ascertaining professional qualifications). Volunteers are always advised in advance of the intention to make these checks. If they refuse permission and cannot provide an acceptable reason, they will not be considered for placement.
- Formal appointments are made only after the role description has been agreed and all necessary safe recruitment checks have proved acceptable. No placements are made unless the requirements of the volunteer can be met.
- Placements may be subject to an initial trial period. At this point, volunteers may continue in their current role, be reassigned to a more suitable role, or be asked to leave.
- **Volunteers to Committees must agree Terms of Reference for that Committee, comply with insurance & garda vetting cover where appropriate.**

4. Policy

a) Duty of Care

T.O.W.I has a duty of care to ensure the volunteer's safety, health and welfare at work as far as is reasonably practicable.

Equality

All volunteers are entitled to equal and fair treatment. T.O.W.I will endeavour to provide training on issues such as equality, bullying, victimisation and discrimination. They should all be made aware of the arrangements in place if they have a problem and if they want to escalate them to the Secretary of T.O.W.I.

b) Best Practice

When T.O.W.I takes on a volunteer(s), it should be operating on a "best practice policy". This will ensure that they are treated fairly and enjoy their time as a volunteer while also protecting the needs and best interest of T.O.W.I. All volunteers shall as far as possible:

- Be protected from harm.
- Follow the rules/policies of T.O.W.I including health and safety in their work.
- Be relieved of liability for acts performed within the scope of their volunteering work.

5. Conflict Resolution

T.O.W.I will help deal with grievances that volunteers may have in accordance with our Complaints and Disciplinary Procedures available on our website. Volunteers have the right to discuss any concerns they may have with the Secretary of T.O.W.I.

The Volunteer Policy does not constitute a binding contract. T.O.W.I reserve the right to change the policy and to expect adherence to the changed policy. Volunteers, Members, Officials are expected to act in accordance with all policies and procedures as outlined by this policy.

Appendix 1:

Volunteer Agreement Form

We appreciate your commitment to us and will do the best we can to make your volunteer experience with us enjoyable and rewarding. To make sure you have the best possible experience we have created this agreement which sets out our commitment to you and what we hope you can contribute.

T.O.W.I is committed to:

- Providing support throughout your volunteer experience.
- Explaining the standards, we expect and to encourage and support you to achieve and maintain them.
- Providing a named person who will be your point of contact whilst volunteering. Doing our best to help you develop your volunteering role with us.
- Providing training required to undertake the role.
- Providing adequate training and ensure you know what to do to stay safe.
- Providing adequate insurance to cover for volunteers whilst undertaking volunteering approved and authorised by T.O.W.I.
- Ensuring that all volunteers are treated fairly.
- Trying to resolve fairly any issues or difficulties you may have whilst you volunteer with us before they become problems. In the event of an unresolved problem, to offer an opportunity to discuss the issue in accordance with the relevant policies.
- Follow up on any feedback or questions you may have regarding your involvement as a volunteer.

I, _____ agree to volunteer with T.O.W.I and am committed to the following:

- Working as agreed in my volunteer role description.
- Familiarise myself and ask if I'm not sure about what to do stay safe whilst volunteering.
- Following T.O.W.I policies and procedures.
- Maintaining the confidential information of the organisation.
- Treating others equally and with respect.
- Providing references and to agree to Garda Vetting, as required.
- Return any loaned equipment when ending my volunteering.
- Performing my volunteering role to the best of my ability.

This agreement is not intended to be a legally binding contract between us and may be stopped at any time by either party.

Signed: _____
(Volunteer Name)

(on behalf of T.O.W.I)

(Volunteer Role)