



Archery GB Volunteer Policy and Procedures

Responsible for review of policy	Responsible for review of procedures
Chief Executive	Membership Services Manager

Change History				
Version	Sections approved	By	Date of approval	Next review date
OPP-15-01	Policy & Procedures	Board	January 2016	January 2017

Policy

Archery GB's Vision is to lead, grow and promote Archery across the UK with the Archer at the absolute heart of everything that we do.

Our primary objectives are to:

- Increase participation and retain more of our existing archers.
- Develop, support and promote creative solutions to the challenges related to facility provision and access to archery opportunities.
- Promote Archery as a modern dynamic sport whilst respecting its history and heritage.
- Provide opportunities for archers to "be the best that they can be".
- Develop an archery workforce that can sustain and grow our sport.
- Continue to govern the sport effectively and build our reputation as a high quality and well managed National Governing Body.
- Communicate regularly and effectively with our members and the wider archery community.
- Develop and implement a commercial strategy that broadens and deepens Archery's income streams

Archery GB is a voluntary organisation and volunteers are at the heart of its structure - as committee members, Judges, Coaches and other helpers. The contribution of volunteers to the work of the Organisation is especially valued and respected.

Volunteers increase our capacity to fulfil our mission statement and deliver on our objectives. They keep the organisation in touch with our purpose and provide a wide range of relevant skills and perspectives that improve the work we do.

This policy sets out how Archery GB intends to support its volunteers.

Procedures

Types of Volunteer

Archery GB recognises that there are a number of different volunteers within the broader context of Archery GB. For the context of this policy those involved at Club, County and Regional level are not included in this document. It is anticipated that Volunteers within those environments will be recognised by their own administration and therefore under their appropriate policies.

Archery GB recognises two different types of volunteers within its operational boundaries:

- **Regular Volunteers:** these are people who take on a particular task, on an on-going basis. Regular volunteers include Judges, Coaches, and National Tournaments Field Party
- **Board and Committee Members:** these people hold positions of responsibility and have been elected by members of the organisation or selected on the basis of their skills and experience. Committee members will also be expected to share the values of Archery GB.

Principles

The Volunteer Policy is guided by the following principles:

- Archery GB and its volunteers will follow this policy.
- Different volunteers may and can make significantly different contributions.
- All committee members will commit to a volunteer agreement.
- Archery GB recognises that volunteers donate their time. Their contribution should be mutually agreed.
- The volunteer's role will be clearly explained and mutually agreed.
- Archery GB will provide induction, information, any learning and support to its volunteers appropriate to their volunteer role.
- Volunteers have the right to express their views within the organisational structure of Archery GB.
- Volunteers will work together within Archery GB's rules, policies and procedures.
- Volunteers will treat each other and be treated with respect and courtesy this also includes members and paid staff.
- Archery GB is committed to equal opportunities in relation to the recruitment, selection and involvement of volunteers.

Practice Guidelines

Archery GB is committed to good practice when supporting its volunteers.

Archery GB will make on-going efforts to recruit volunteers who match appropriate needs. Any selection process will be based on the skills and interest of the volunteer and the current needs of Archery GB. Archery GB does not commit itself to accept all offers of help; it will give a volunteer the reasons for declining their services and, where possible, refer them to another section of our organisation that might be a better placement for them.

All volunteers will be asked to complete a registration form; they may be asked to provide references and may also be asked to attend an informal interview. Disclosure and Barring Service (DBS) checks may be essential for certain volunteering roles and will be employed where applicable.

Archery GB will treat all information collected in this process with strict confidentiality and any details will be made accessible to the volunteer on written request (in accordance the Archery GB Data Protection Policy).

Volunteer Agreement and Work Outline

Committee Chairs will be asked to sign a volunteer agreement outlining the commitment and expectations of Archery GB and the role or specific tasks that the volunteer has offered to undertake. A representative of Archery GB will also sign this agreement.

The agreement is by no means a contract; it is simply a set of guidelines to help the volunteer feel supported and clearer about their responsibilities. Committee Chairs should also receive a copy of the Volunteer Induction Pack to keep and refer to when necessary.

Commitment

Archery GB recognises that volunteers will often need flexible arrangements regarding the amount of time and level of commitment they are able to give. We will always try to work within these constraints.

Whatever the level of commitment a volunteer is able to give we will recognise and value their contribution. In return the volunteer will be expected to follow the letter and spirit of Archery GB's policies and procedures and to meet mutually agreed time commitments, or to give notice if this is not possible.

Volunteers are free to leave their voluntary role at any time.

We will always try to match what a volunteer feels able to undertake with our organisational needs. We will provide a warm welcome to volunteers, give adequate support and ensure that the volunteers' realistic expectations are met when they join us.

Induction, Information and Learning

Volunteers will receive an appropriate induction by their Committee Chairs. Committee Chairs will receive appropriate induction by a Board member, which will include information on the aims, background and organisational framework of Archery GB. Additional information will be provided to help the volunteer in their work.

Archery GB will strive to make information accessible and relevant. Opportunities to develop knowledge and skills will also be provided as appropriate.

Support and Supervision

Volunteers will be supported and supervised by a named Archery GB contact who may be a Director or another volunteer (for example, a Committee Chair). This person will provide the volunteer with feedback on their work, the opportunity to discuss future work and a chance to discuss any issues that may arise.

Health and Safety

Archery GB will, as far as is practical, care for the health, safety and welfare of its volunteers. Volunteers will be provided with copies of relevant health and safety procedures and receive appropriate support and training.

Expenses

Volunteers will be reimbursed travel and other approved expenses. To claim expenses, supporting receipts must be provided.

Having a Voice

Volunteers will be given opportunities to express their views about issues concerning the Organisation and its work. You can also give us feedback through your appointed contact.

Insurance

Volunteers will be covered by the Archery GB's insurance policy while engaged in approved work for the Organisation.

Equal Opportunities

All volunteers are required to make a commitment to equal opportunities. Volunteers will be provided with a copy of Archery GB's Equal Opportunities Policy and will be supported in its practice. Our aim is to ensure that volunteers are treated in a fair and consistent way.

Confidentiality

Committee Chairs may be asked to sign a confidentiality agreement and follow its principles. Volunteers may have access to personal information about some individuals. Some volunteers will also hold information about, for example, financial and personnel matters.

Archery GB needs to be able to trust its volunteers with such information, which is confidential. However, volunteers suspecting mistreatment or abuse of a volunteer or Archery GB member should discuss the matter with their named contact. This person will make an informed decision on what needs to be done.

Resolving Concerns

Archery GB aims to identify and resolve problems at the earliest possible stage. In the first instance you should discuss these with your named contact. If the issue or problem is not resolved, you should then contact any Board Director, who will discuss the matter with you within twenty eight days. If necessary, he / she will then refer the matter to the Archery GB Chairman who will provide you with their response as quickly as possible.



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