 Ulster Badminton Volunteer Po Policy

VALUES:

1. Ulster Badminton value the involvement of volunteers in our work because they help reflect the interests and needs of our members.
2. Ulster Badminton recognises the importance of volunteers to the organisation in taking on various roles and assisting our paid staff.
3. Ulster Badminton are aware we as an organisation benefit from the skills, experience and enthusiasm of volunteers, we believe that volunteers should be able to gain personal benefits from the experience too. We are committed to managing volunteers in a way that ensures that the needs of both parties are met.

PREPARATION AND PLANNING:

1. Ulster Badminton identifies roles for volunteers which extend the work of the organisation. Volunteers are involved at every level of the organisation in roles which complement, but do not substitute, the work of the paid staff.
2. All volunteers are provided with a written role description, outlining the purpose, tasks and main expectations of their role.
3. Volunteers with Ulster Badminton are fully protected by the organisation’s public liability insurance. However driver’s using their own car in connection with their voluntary work must inform their own insurance company to ensure they have adequate and continued cover.
4. Ulster Badminton reimburses volunteer out of pocket expenses for travel and other expenses agreed with Ulster Badminton’s treasurer. Volunteers will be asked to submit the appropriate expenses claim form and must provide original receipts.
5. Ulster Badminton endeavours to provide adequate and appropriate facilities, equipment and resources to enable volunteers to fulfil their roles.

RECRUITMENT AND SELECTION:

1. Ulster Badminton operates a fair, effective and open system in the recruitment and selection of volunteers and treats all information collected in this process confidentially.
2. All potential volunteers will go through a recruitment and selection process that is appropriate to the role offered. As an organisation we will use forms, references, and informal chats as part of this process. All decisions will be subject to approval by the Ulster Badminton Council committee.

MANAGEMENT OF VOLUNTEERS:

1. All volunteers will be provided with an induction within 4 weeks of commencing their work. This will provide the volunteer with background of the organisation, its structures and the roles and responsibilities of those within the organisation including other volunteers, board members and paid staff.
2. As the volunteer begins their work all help and support will be provided to them from within the organisation.
3. All volunteers will be assigned a contact person from within the organisation. This may be a paid member of staff or a member of the Ulster Badminton board. This person can provide help and guidance on any issue related to their voluntary work.
4. Ulster Badminton is committed to improving the effectiveness of volunteers. The organisation will look to assist volunteers in any training, in-house or provided by an outside body or organisation, that will help them to fulfil their role within the organisation.
5. Ulster Badminton recognises the core role that volunteers fulfil at all levels of the organisation. We will endeavour to communicate with volunteers in appropriate ways, including emails, website and regular meetings.
6. Both volunteers and the organisation agree that all documents and work produced by the volunteer automatically transfers to the organisation.