

P.H.D FUNDamentals Volunteer Policy; committed to involving volunteers

Introduction

P.H.D FUNDamentals exists to offer trampoline and gymnastics classes for children 5 years plus providing opportunities in Christmas Displays, Club Championships and our Elements Floor and Vault Competition. We aim to create a training environment that teaches children the value of effort and learning, self-discipline and adopt the correct mentality to adapt to meet new challenges and work with others.

The club is affiliated to our National Governing Body; British Gymnastics. The club was formed in 2011 to give children within the Scottish Borders the opportunity to participate and enjoy gymnastics and trampolining. Entry into the club is by waiting list, whereby entry into classes will be dependent on space availability.

Training sessions run in line with the school terms taking summer and Christmas holidays. Training dates are on the fees cards provided. All classes are one hour each with the option to train for more hours if there is spaces within classes. Our main training sessions take place at the Gytes leisure Centre, Peebles with our satellite classes held in the Victoria Halls, Selkirk.

Club Vision:

To be an inclusive club for all that is key in the local community for children, young adults and adults.

Mission Statement:

We aim to provide the highest quality of coaching to children with a safe friendly learning experience.

In line with this mission **P.H.D FUNDamentals** seeks to involve volunteers to:

- ensure our services meet the needs of our club
- provide new skills and perspectives
- increase our contact with the local community we serve
- pay back to the local community through valuable skills

P.H.D FUNDamentals is committed to involving volunteers directly within the club to:

- contribute to the delivery of our services
- make sure we are responsive to the needs of our club members and prospective members
- provide different skills and perspectives.
- offer opportunities for participation by people who might otherwise be excluded.

Principles

P.H.D FUNDamentals

- recognises that voluntary work brings benefits to volunteers themselves, to service users and to paid coaches
- will ensure that volunteers are properly integrated into the organisational structure and that mechanisms are in place for them to contribute to the organisation's work.
- will not introduce volunteers to replace paid coaches.
- expects that staff at all levels will work positively with volunteers and, where appropriate, will actively seek to involve them in their work.
- recognises that volunteers require satisfying work and personal development and will seek to help volunteers meet these needs, as well as providing the training for them to do their work effectively.
- will endeavour to identify and cover the costs of involving volunteers.
- recognises that the management of volunteers requires designated responsibilities within specific posts.

The Volunteer's Voice

Volunteers are encouraged to express their views about matters concerning **P.H.D FUNDamentals** and its work. Volunteers can express their thoughts and feelings either in team meetings or individually with the head coach or volunteer coordinator.

Equal Opportunities

P.H.D FUNDamentals operates an equal opportunities policy in respect of both paid staff and volunteers, a copy of which can be found in the Volunteer's Handbook. Volunteers will be expected to have an understanding of, and commitment to, our equal opportunities policy.

Recruitment

We operate a fair and equal recruitment process that open to everyone from all backgrounds and areas of the community. P.H.D FUNDamentals requires all volunteers regularly working with children to be subject to PVG check as well as agreeing to the clubs codes of conduct.

Insurance

All volunteers are covered by P.H.D FUNDamentals insurance policy whilst they are on the premises or engaged in any work on P.H.D FUNDamentals' behalf, a copy is displayed on our notice board at the Gytes Leisure centre.

Health and Safety

Volunteers are covered by P.H.D FUNDamentals' Health and Safety Policies, a copy of which can be found in the Volunteer's Handbook.

Problems

P.H.D FUNDamentals has a policy to help deal with grievances that volunteers and members may have. In line with this policy, volunteers have the right to discuss any concerns they may have with their named contact at any time. Should the contact person be unable to resolve the problem, they will follow the procedure laid down (see Volunteer's Handbook).

P.H.D FUNDamentals has a policy on how it will deal with any disciplinary issue regarding a volunteer (see Volunteer's Handbook).

Confidentiality

Volunteers will be bound by the same requirements for confidentiality as paid coaches. A copy of the confidentiality policy can be found in the Volunteer's Handbook.

Endings

Volunteers will be able to end the agreement to volunteer at any time with a suitable period of notice if able to do so. On the basis of their voluntary work, volunteers will have the right to request a reference if they have completed six months volunteering. Volunteers will be supported to move on to other options.

Adopted by P.H.D FUNDamentals 2018