

## The Volunteer Policy Framework



# LIMERICKSPORT HUSKIES

Basketball Club  
Est. 1997

“The Mission of our Club is to promote the development and playing of basketball in our Community, to be a uniting force in our region, to encourage the participation of all sectors of our Community in our sporting and social activities, and to support the development of our members in an environment of sportsmanship, inclusiveness, mutual respect and social responsibility.”

### Values

- Limerick Sport Huskies values the involvement of volunteers in our work because they help reflect the interests, needs and resources of the community we aim to serve and bring a unique perspective on all our work.
- Limerick Sport Huskies recognizes volunteers as a core part of our team, with a distinctive but complementary role alongside paid staff.
- Limerick Sport Huskies benefits 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.
- Limerick Sport Huskies strives to create a diverse and inclusive organization within a diverse and inclusive community. Therefore, we are committed to ensuring equality of access to high quality

volunteer opportunities and equality of treatment for our volunteers in all our policies and practices.

**Structure:**

- Volunteers for positions on the committee will be promoted in all WhatsApp Groups and encouraged to come forward in August of the coming season.
- Volunteers for team managers will be encouraged to come forward in August of the coming season.
- All Limerick Sport Huskies volunteers will register with Clubforce
- All Limerick Sport Huskies volunteers will be Garda Vetted
- All Limerick Sport Huskies will be given relevant training through a mentorship structure whereby outgoing managers will support new managers for the first fortnight of a new season
- All Limerick Sport Huskies volunteers/team managers will be added to a relevant Whatsapp group which liaise with the committee
- Limerick Sport Huskies volunteers will be given all club documentation to read prior to taking up their position in the club
- Any GDPR, Child Protection related queries, questions or information must be forwarded to the club secretary as soon as possible.
- All volunteers are provided with a written role description, outlining the purpose, tasks and main expectations of their role.
- Volunteers with Limerick Sport Huskies are fully protected by the organization's public liability and personal accident insurance. However, drivers using their cars in connection with their voluntary work must inform their own insurance company to ensure adequate and continued cover.
- Limerick Sport Huskies reimburses volunteers' out of pocket expenses for coaching, referees, First Aid kits, COVID supplies etc when claims are submitted to the club treasurer accompanied by proof of expenditure. Please upload all receipts to the Google Drive folder.
- Limerick Sport Huskies endeavors to provide adequate and appropriate facilities, equipment and resources to enable volunteers to fulfil their roles.
- Limerick Sport Huskies secretary, chairman and CPO are responsible for the overall management of volunteer involvement, including overseeing the implementation of this policy and dealing

with any complaint or grievance relating to volunteers. The aforementioned secretary, chairman and CPO will provide support and supervision, identify training requirements, countersigns expenses claims etc.

## **Recruitment and selection**

- Limerick Sport Huskies is committed to serving and representing all the people of our club and wishes to see all sections of the community represented among our volunteers. Volunteer opportunities are widely promoted throughout Limerick Sport Huskies, and we will endeavor to make recruitment and selection materials available in a format accessible to any individual or group, upon request. Furthermore, Limerick Sport Huskies regularly reviews the make-up of the volunteer team to identify and target any under-represented group(s).
- Limerick Sport Huskies implements a fair, effective and open system in the recruitment and selection of volunteers and treats all information collected in this process confidentially. All potential volunteers will go through a recruitment and selection process that is appropriate to the role offered. Limerick Sport Huskies uses registration forms, and informal chats. All members will be Garda Vetted by our governing body Basketball Ireland therefore all members must be registered with the associated body.

## **Management of volunteers**

- Volunteers are provided with training and support at an induction meeting, which outlines the expectations and responsibilities of both the volunteer and Limerick Sport Huskies within six weeks of commencing their voluntary work. The induction: provides background information on Limerick Sport Huskies; explains its structures and procedures; describes the volunteer role and the work team and outlines how s/he will be supported, including practical information on e.g. expenses. During the induction period volunteers will be provided with written information on relevant legislation and documentation, organizational policies and codes of practice and will be given the opportunity to discuss any of the issues with the club secretary and chairman

- All volunteer placements are subject to a settling in period, the length of which depends on the nature and hours of the voluntary work. During this period volunteers are given additional support and a review meeting between the volunteer and his/her supervisor is held at the end of the settling in period to ensure that all parties are satisfied with the arrangement.
- All volunteers are allocated a mentor. This individual can provide day-to-day help and guidance on any issue related to the voluntary work and is responsible for providing regular support to, and supervision of, the volunteer. The frequency, duration and format of this support and supervision is agreed between the volunteer and mentor at the end of the settling in / taster period.
- Limerick Sport Huskies is committed to improving the effectiveness of volunteers. Volunteers may choose to attend any in-house training course that they feel is relevant to their voluntary work, subject to the approval of their mentor and availability of places. Volunteers may also apply to the club treasurer for financial and practical support to attend external courses, where they can be shown to have a clear relevance to the voluntary work. Volunteers attending approved training courses, internal or external, may do so within their normal hours of voluntary work and may reclaim out-of-pocket expenses.
- Limerick Sport Huskies aims to reflect the voluntary nature of our relationship with volunteers in all our policies and procedures for managing their involvement. Therefore, the volunteer's designated mentor deals with minor complaints or grievances about or by volunteers or their work through the usual support and supervision procedures, in the first instance. However, we recognize our duty to protect the wellbeing and interests of all our stakeholders and therefore operate a formal complaints procedure in the case of more serious complaints. In the case of particularly serious offences, as specified in the Complaints Procedure, this process may be bypassed and/or the subject of the complaint asked to leave. Where a criminal offence is suspected, the matter will be handed over to An Garda Síochána.
- Limerick Sport Huskies recognizes the core role that volunteers fulfil at every level of the organization. It endeavors to communicate with volunteers in appropriate ways, including WhatsApps, Clubforce, e-mail and the monthly newsletters. It also recognizes the importance of seeking volunteers' ideas and opinions at regular intervals and conducts an annual volunteer survey and provides suggestion boxes at each site.'
- In order to effectively monitor the work that volunteers do and how they are managed, a personal file is maintained for all volunteers, which includes: contact details and other relevant

personal information; details of the application and selection process; agreements made; hours worked; records of support and supervision activities; training undertaken and any complaints or grievances made or received. Some of this information and other relevant information may also be recorded in computerized records. All such information is treated in accordance with the Data Protection Act (1998) and volunteers are entitled to inspect all such information pertaining to their own involvement.

- Both volunteers and the organization agree that the intellectual property rights of original work produced by volunteers automatically transfers to the organization.