



## Volunteer policy

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## **1 Introduction**

RYA Scotland relies heavily on volunteers. They are the backbone to all our activity, giving of their time and skills to the benefit of the organisation and ultimately all RYA members across the boating community.

RYA Scotland places a high value on all of our volunteers and appreciates that we have a duty to train, support and recognise everyone who becomes engaged as a volunteer. We believe in recruiting talented and committed individuals into all of the committee and voluntary roles that assure the continued high performance of RYA Scotland. We aim to ensure we offer relevant, quality induction as well as training and ongoing support to our volunteers and we make a point of recognising the diversity of contributions made by our volunteers.

RYA Scotland operates to a set of Values and Standards and we expect no less of our volunteers. We agree this individually with all our volunteers through our Volunteer Charter which also sets out what we expect of a volunteer in their role, the commitment we expect to engage in RYA Scotland activity and what a volunteer can expect of RYA Scotland by way of support to both enjoy and flourish in their role.

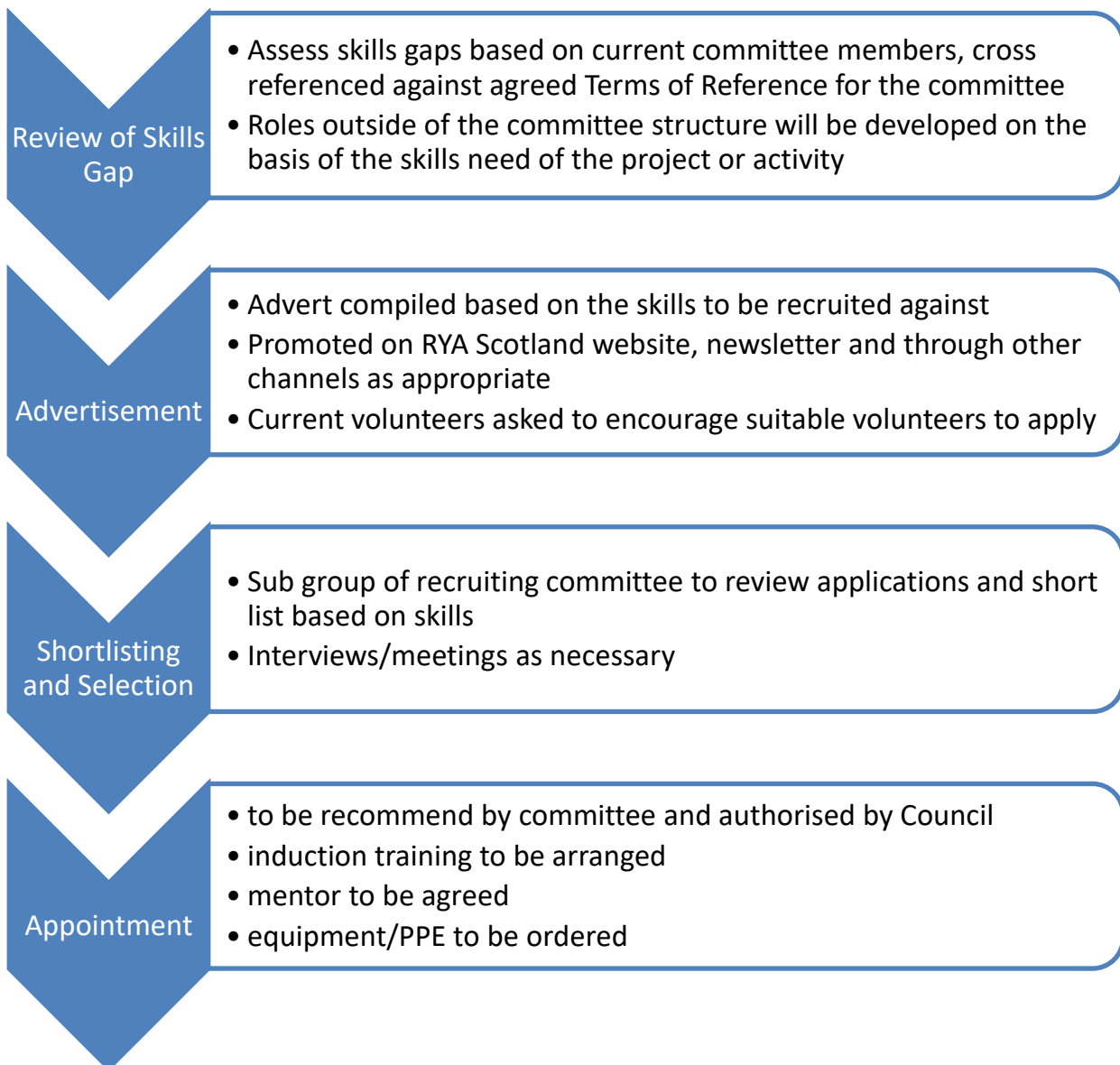
## 2 Recruitment to volunteer roles

Our volunteering opportunities are concentrated within the committee structure of RYA Scotland. These committees require a diverse range of skills and capabilities to deliver on their functions which range from management of the business to development and delivery of grassroots activities across Scotland.

Some of our volunteers represent RYA Scotland on national RYA committees, at local forums engaging other sports or on working groups that may advise or influence government. Others may be supporting the delivery of training for young people to introduce them to boating, helping to develop our coaches and instructors or being part of the team running a major regatta.

Our recruitment process is initiated when a volunteer decides they wish to end their commitment with us or a project or activity is agreed that requires new volunteer support or very specific skills or qualifications.

The process is:



### **Process detail**

When a volunteer leaves or a new project is agreed, the relevant parent committee will establish a small working group to deliver the recruitment process. Usually a body of three, these individuals will agree the skills and experience being sought for the role and, working with the RYA Scotland Office, draft the role description, person specification, advert and application form.

Through the Office, all roles will be advertised as widely as possible this will include:

- Posting on RYA Scotland web site, Facebook, Twitter and other media/social media
- Posting on the Scottish Sports Association website and/or others as appropriate
- A notice to existing volunteers to share amongst their networks

Following the closing date the RYA Scotland office will compile all applications and send them to the working group for shortlisting. Using a scoring system based on the person specification, shortlisting will be based on the match of skills, experience and attributes to the role advertised.

Having selected those who meet the criteria, the working group will arrange to meet each candidate for an informal interview. The purpose of an informal interview is twofold; it gives the working group the opportunity to explore a candidate's application further and gives the candidate a chance to ask questions of RYA Scotland.

Ideally the remaining applicants will also be met by a representative of the working group to inform them that their application will not be taken further.

### **Appointment**

To confirm an appointment, the recommendation of the working group is reviewed by the parent committee and if agreed then put to RYA Scotland's Council for approval. Candidates may attend meetings in an ex-officio capacity prior to Council's appointment.

At this point the RYA Scotland office will support the implementation of the induction process.

### **Equality in recruitment**

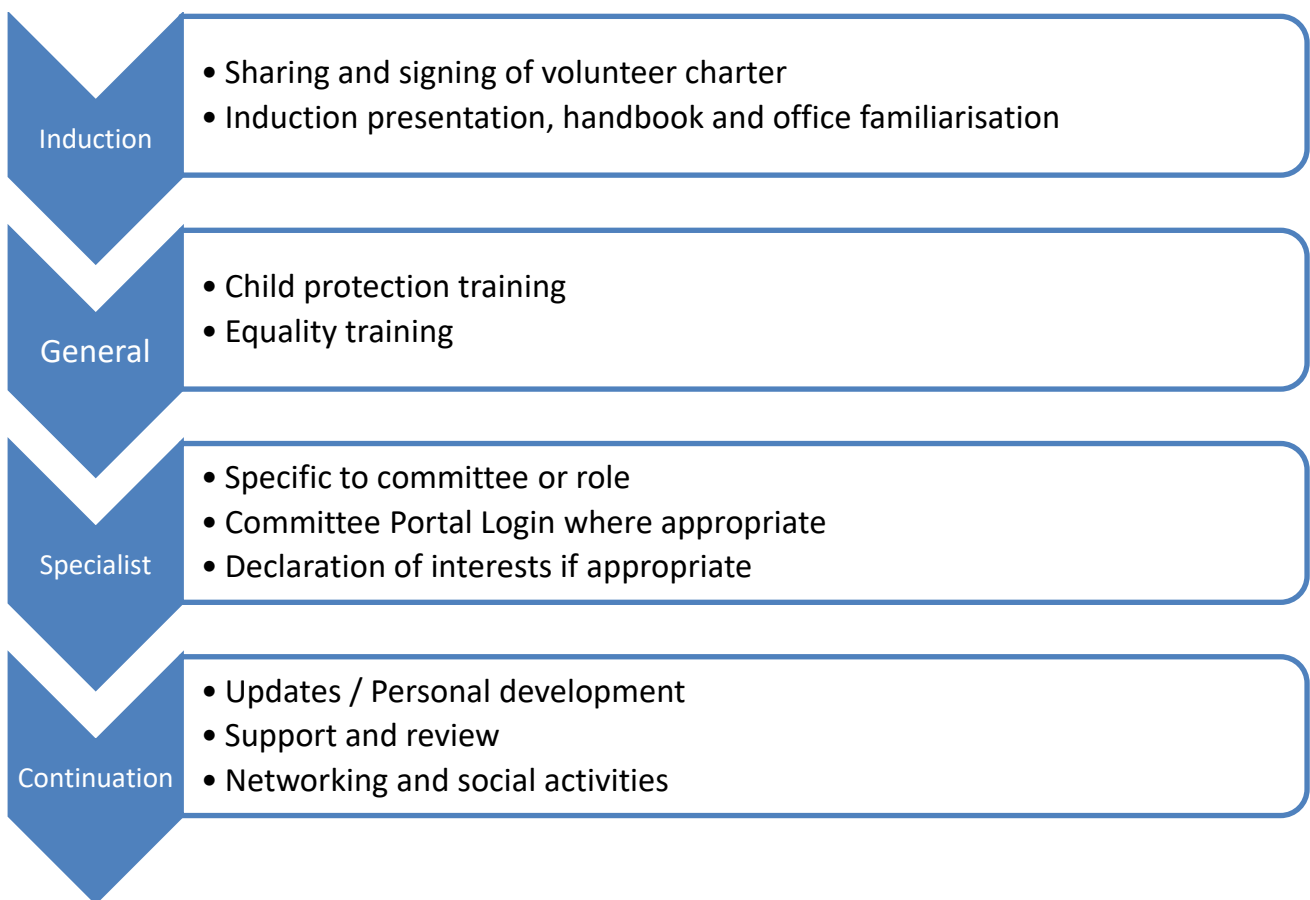
Through RYA Scotland's Equalities Policy, we are actively committed to encouraging volunteers from all backgrounds and will not discriminate on the grounds of race or ethnic origin, social or economic class, gender, disability, religion/belief, sexual orientation or age.

### 3 Induction, training and support

Induction, training and support begin as soon as a volunteer is appointed to their role. Volunteer induction is about supporting a volunteer into their role so they to gain an understanding of the functions of RYA Scotland, what is involved in their role as well as getting to know the people they will be working with and vice versa.

We see both training and support as being ongoing throughout a volunteer's commitment to us. Training ensures our volunteers have the knowledge and skills to be effective in their role and are kept up to date with information and good practice. Ongoing support ensures we maintain a personal relationship with our volunteers and receive feedback on their experience with us. We aim to support our volunteers to both enjoy and flourish in their role.

Our induction, training and support structure looks like this;



Through our training and support process we aim to ensure all our volunteers feel comfortable in their role, supported to develop and enjoy their time with RYA Scotland and valued for their contribution. Our commitment to this is written into our Volunteer Charter.

We agree a mentor for each new volunteer on our committees. This arrangement seeks to provide a new volunteer with a means of getting to know our organisation less formally and lasts for as long as the new volunteer feels it is appropriate. The mentor will usually be a person from the parent committee making the appointment.

The induction process is led by the lead person from the appointing committee as below;

Inductee:	Delivered by:
Board Member	Chairman
Council Member	CEO
Committee Member	Lead staff member
New RYA (UK) volunteer	CEO

All of our volunteers will engage in our general training at the earliest opportunity within the first year of their appointment. This is usually delivered by external parties to ensure best and current practice.

Specialist training will be bespoke to the appointment and identified, developed and supported by the lead staff role for that Committee (see table below).

Inductee:	Training co-ordinated by:
Board Member	Snr Admin (CEO)
Council Member	Snr Admin (CEO)
RYA (UK) volunteer	Snr Admin (CEO)
Cruising Committee	Snr Admin (Planning & Environment Offr)
Participation Committee	Development Manager
Performance Committee	High Performance Manager
Coaching Steering Group	Coach Education Development Manager
Communication, Marketing and Events Steering Group	Marketing Officer

In addition to specialist training all new Chairman or RYA (UK) volunteers will have opportunity to discuss the role with the Chairman of RYA Scotland and the CEO in a joint meeting prior to, or shortly after, the beginning of the appointment.

Our programme of continuous training ensures our volunteers are kept up to date with developments across our organisation, have the opportunity to engage with colleagues across RYA Scotland whom they may not work directly with and engage in the social opportunities that a volunteer led organisation presents.

Across any year period we aim to provide at least 5 different opportunities for our volunteers to engage in joint activities.

Our support to our volunteers is continuous. At any time our volunteers can seek the assistance of the employed staff at the RYA Scotland office. They are also able to seek the support of the Chair of the parent committee for their role. We also provide a more formal means of review and support by undertaking an annual review meeting with each committee volunteer.

## **4 Addressing issues**

While it is anticipated that relationships between RYA Scotland and volunteers will be productive, beneficial and rewarding to both parties, circumstances may arise in which one party is not satisfied with the other. If a volunteer feels they are being treated unfairly or unreasonably they can raise this with the relevant chair of their parent committee who will seek a resolution. If a resolution cannot be found the matter can be raised to the Management Committee.

If a volunteer is not performing adequately this will be raised with the volunteer through the chair of the parent committee in order to seek a resolution. If a resolution cannot be found the matter can be raised to the Management Committee.

If the issues arising cannot be resolved, the relationship can be terminated by either party.

Volunteers who feel the termination of their role has been unfairly undertaken may appeal to the RYA Scotland Council who will consider the matter and whose decision will be considered final.

## **5 Volunteer Expenses**

No volunteer should be out of pocket as a result of their commitment as a volunteer with RYA Scotland. RYA Scotland will reimburse reasonable expenses incurred in relation to the volunteer role undertaken. Receipts should be kept and submitted with a valid expense form.

## **6 Health and Safety and Insurance**

RYA Scotland will, as far as is reasonably practical, provide a safe environment for volunteering activities. Volunteers share this duty in that they are expected to comply with RYA policy and guidance on safe practices and to take responsibility for their own safety at all times.

Volunteers will be covered by the RYA Scotland insurance policy when engaged in activity on behalf of RYA Scotland. The insurance however, does not include personal liability in respect of a criminal charge.

## **7 Values and Standards**

RYA Scotland operates to a set of values and standards that are expected of all individuals who undertake a role in the name of RYA Scotland. These are detailed in our statement of Values and Standards. Volunteers and RYA Scotland agree to commit to these values and standards by signing a Volunteer Charter.

## **8 Confidentiality**

RYA Scotland volunteers whose activities on behalf of RYA Scotland may give them access to sensitive information are expected to respect the confidentiality of such information at all times unless there is a legal obligation to disclose such information.

The personal circumstances of other volunteers, staff or individuals whom volunteers may be working with in the context of RYA Scotland activities, including address and telephone numbers, should not be disclosed to outside parties unless there is a legal obligation to do so or in response to a genuine request supported by authorisation of the volunteer or staff member.



## **9 Representation**

Volunteers should always represent the vision, aims and objectives of RYA Scotland as defined in the Articles of Association and articulated in our strategic documentation or position statement papers. Volunteers should not utilise their position with RYA Scotland to represent their personal opinions to third parties.

## **10 Our Volunteer Charter**

Our Volunteer Charter is the foundation of our relationship with our volunteers. It sets out what our volunteers can expect of RYA Scotland by way of support and in turn what RYA Scotland expects of volunteers in their role. It is our agreed commitment through which both RYA Scotland and our volunteers will build a fruitful relationship, derive benefit and develop together.

## **11 Related documentation**

There are a number of RYA Scotland documents that relate to this policy. These are all available through the RYA Scotland Office and include;

- **The papers relating to recruiting for a vacant volunteer position**
- **Values and Standards and Conflict of Interest**
- **Volunteer Handbook**
- **Safeguarding and Protecting Children and Vulnerable People Policy**
- **Equality Policy**
- **Anti Bribery Policy**
- **Anti Gambling/Corruption Policy**
- **Committee Portal Guidance Notes**
- **Management Committee and Council Members List**