

DUBLIN PARKS TENNIS LEAGUE CLG

Volunteer Policy

Statement of Policy

Dublin Parks Tennis League CLG believe that volunteers play a critical role in the success and development of the organisation. DUBLIN PARKS TENNIS LEAGUE CLG's Board of management comprises of volunteers who use their own particular experience and expertise in a collective manner to govern the organisation.

DUBLIN PARKS TENNIS LEAGUE CLG is committed to ensuring that volunteers are provided with the information, training and support necessary to gain a valuable experience from volunteering within the organisation at all levels.

Procedural Guidelines

1.General Principles

1.1 Scope

The purpose of this volunteer policy is to provide overall guidance and direction to Board, staff and volunteers within DUBLIN PARKS TENNIS LEAGUE CLG. The policy does not constitute, either implicitly or explicitly, a binding contractual or personnel agreement. It supplements other policies as well as the organisation's Mission, Strategies and Ethos. The policy applies to all volunteers within DUBLIN PARKS TENNIS LEAGUE CLG at all times.

1.2 Responsibility

The Secretary/Administrator is responsible for ensuring that the policy and procedures in relation to volunteers are implemented efficiently and effectively. All other staff are expected to facilitate this process as required.

1.3. Eligibility

DUBLIN PARKS TENNIS LEAGUE CLG will consider involving anyone who expresses an interest in volunteering. However, individuals must be able to demonstrate a commitment to the organisation's mission, ethos and strategies, and may only be placed if there is a match between the organisation's needs and the interests/skills of the individual. No person who has a conflict of interest with any aspect of the organisation will be accepted as a volunteer.

1.4 Relationship with paid staff

Volunteers are recruited to enhance the capacity of paid staff and not as a substitute for them. The work of volunteers will be that of a supportive complimentary nature alongside paid staff. DUBLIN PARKS TENNIS LEAGUE CLG does not accept the services of its paid staff as volunteers. Clear roles and responsibilities are established to differentiate between paid staff and volunteers to foster mutually beneficial and complimentary relationships.

1.5 Working Conditions

Volunteers are treated as full members of the organisation team. They are treated as equally and as fairly as paid staff and are included in the organisation's functions and decision making procedures wherever appropriate. Volunteers are provided with appropriate work sites and have access to space, equipment and facilities necessary to volunteer effectively.

1.6 Working times

Working times will be negotiated between Volunteer and line manager for volunteer.

When expected to be absent volunteers must inform their line manager at the earliest possible time so alternative arrangements can be made.

1.7 Appropriate behaviour

Volunteers are expected to work within the policies and procedures of DUBLIN PARKS TENNIS LEAGUE CLG and adhere to its ethos at all times.

1.8. Representation

Volunteers will not act as representatives of DUBLIN PARKS TENNIS LEAGUE CLG unless explicitly agreed to by the Administrator.

1.9 Confidentiality

Volunteers are required at all times to maintain absolute confidentiality in respect of matters which come to their knowledge in the course of their work. This does not apply to communications properly made to them in the normal conduct of their work for the organisation or when specific consent to disclose information has been given by management. Breach of confidentiality is deemed to be gross misconduct.

1.10 Maintenance of Records

A system of records will be maintained on each volunteer, including recruitment and selection process, dates of service, position held, duties performed, evaluation of work, recognition received. Volunteers and line managers shall be responsible for submitting all appropriate records and information to the Head of administration in a timely and accurate fashion.

Volunteer personnel records shall be accorded the same confidentiality as staff personnel records.

1.11 Service at the Discretion of DUBLIN PARKS TENNIS LEAGUE CLG

Any volunteer service is at the discretion of DUBLIN PARKS TENNIS LEAGUE CLG.

DUBLIN PARKS TENNIS LEAGUE CLG may, at any time, and for whatever reason, decide to terminate volunteers' relationships with the organisation. Similarly, volunteers may at any time, and for whatever reason, decide to terminate their relationships with DUBLIN PARKS TENNIS LEAGUE CLG. Notice of such decisions should be communicated at the earliest opportunity, preferably in writing.

2. Recruitment and Management of Volunteers

2.1. General practice

The Board of DUBLIN PARKS TENNIS LEAGUE CLG is committed to ensuring that procedures and practice used in the recruitment and selection of volunteers are fair, consistent and effective.

2.2 Role Description

Prior to any volunteer assignment or recruitment effort, a role description will be developed for each volunteering opportunity. This will include: title of the volunteering role, starting and finishing dates, hours and place of work, name of line manager/support worker and details of tasks to be undertaken.

2.3 Person Specification

A person specification for each volunteering role will be developed that outlines the type of volunteer the organisation is looking for and identifying any skills or attributes that are deemed essential or desirable for the role.

This will be used in the recruitment process to;

- Help volunteers assess if they have the necessary qualities
- Outlines what is needed for the role
- Provide an objective way of determining volunteers suitability
- Help identify training needs.

2.3. Recruitment

Recruitment campaigns will be specific and targeted, using advertising avenues which are suitable for the roles required to be filled. Volunteers are recruited in accordance with DUBLIN PARKS TENNIS LEAGUE CLG recruitment policy and procedures.

2.4 Application

Perspective volunteers are expected to complete DUBLIN PARKS TENNIS LEAGUE CLG s volunteer application form (appendix 1) whether responding to an advertisement for volunteers or applying speculatively.

2.5 Interview

Suitable candidates will be invited to attend for interview. The interview will be conducted in line with best practice and the organisation's interview policy and procedures. Records of the process will be maintained.

2.6 Appointment

Formal appointment will be made only after necessary reference checks are taken up.

Offer of placement will be made in writing and acceptance is required in writing.

2.7 Volunteer Agreement

All volunteers will be required to sign DUBLIN PARKS TENNIS LEAGUE CLG's volunteer agreement (appendix 2). The purpose of this agreement is to outline the terms of engagement and to underline the commitment of volunteering on the part of both DUBLIN PARKS TENNIS LEAGUE CLG and the volunteer.

2.8 Trial Period

All placements are subject to a specified trial period. During this period volunteers will be supported and guided to understand all elements of the work assigned to them. There will be a formal review after one month and again after three. If there are difficulties which have been identified and not improved on the volunteer may be assigned to a more appropriate task or their service terminated.

2.9 Exit Interview

Where possible, an exit interview will be undertaken with any volunteer who is leaving the organisation, either because they have reached the end of their agreed placement time or for any other reason. Interviews will be conducted with the volunteer's supervisor and written records will be maintained. The interview will cover how the volunteer found working within DUBLIN PARKS TENNIS LEAGUE CLG and any suggestions they would give the organisation to improve the way its operates or supports volunteers.

3. Training and Induction

3.1 Induction

All volunteers will receive an induction when they begin their volunteer work within DUBLIN PARKS TENNIS LEAGUE CLG. This will consist of general induction to the organisation as well as specific orientation on the purpose and requirements of their volunteering role.

3.2 On the job training

Volunteers receive initial and on-going on the job training to provide them with the information and skills necessary to perform their tasks well. The training will be appropriate to the demands of the work and the needs and capabilities of the volunteer.

3.4 Additional training

Volunteers are encouraged to identify training courses, seminars, conferences etc., which will help them to perform their roles and enhance their personal development. Request for financial assistance towards the cost of such training can be made in writing to the personnel sub-group of the Board.

4. Support and Supervision

4.1 Support

DUBLIN PARKS TENNIS LEAGUE CLG endeavours to provide the support necessary to encourage and empower the volunteer to make a meaningful contribution and gain significant benefits from their voluntary work within the organisation. Support forms part of the regular supervision sessions which will provide volunteers with a safe setting in which to express themselves and discuss how they feel about their role within DUBLIN PARKS TENNIS LEAGUE CLG.

4.2 Supervision

Each volunteer will be assigned supervisor/support person who will provide regular support and supervision to the volunteer and be responsible for the day to day management of the volunteer. This is seen as a necessary structure in supporting the volunteer within their role.

4.3 Support and Supervision sessions

These sessions will provide an opportunity to appraise the work based on the agreed role description. They will review performance of the volunteer, identify any changes required in work style, seek suggestions from the volunteer on means of enhancing the volunteers experience within DUBLIN PARKS TENNIS LEAGUE CLG, convey appreciation to the volunteer, ascertain the continued interest of the volunteer, in volunteering within DUBLIN PARKS TENNIS LEAGUE CLG and provide an opportunity to identify and agree future actions/targets.

4.4 Lines of communication

Lines of communication should operate in both directions and exist both formally and informally. Volunteers will be given access to all appropriate information, memos, materials and meetings relevant to their areas of responsibility. Volunteers will be expected to attend team meetings.