

Scottish Sub Aqua Club Volunteer Policy



Introduction

ScotSAC needs volunteers; it needs people to teach trainees, deliver regional and national courses, be regional coaches, organise events, sit on committees and much more. Each and every volunteer plays a vital part in keeping ScotSAC alive and thriving giving whatever time they are able to offer. The resources given by volunteers benefit our work and help us to achieve our aims. Volunteering also brings benefits to the volunteers themselves and those with whom they work.

ScotSAC believes that its relationship with volunteers is one of mutual responsibility and commitment. The volunteer undertakes voluntary work by choice and is unpaid. In return, ScotSAC undertakes to manage and organise the work of the volunteers effectively and ensure that the volunteer is not out of pocket as a result of their duties. We hope that volunteers will enjoy their involvement and through it meet some of their own personal objectives.

General

In involving volunteers we will be guided by the following principles of good practice:

- The tasks to be performed by volunteers will be clearly defined, so that all concerned with their activities are sure of their respective roles and responsibilities and understand their lines of support and supervision
- ScotSAC will keep records of the work done by volunteers as a basis for monitoring, and volunteers will have access to their records upon request
- Volunteering opportunities will complement rather than replace the work of paid staff
- Volunteers will be given opportunities to represent their view to ScotSAC

Recruitment and Selection

- The ScotSAC Byelaws and Equity Policy and any other relevant policies will be adhered to when recruiting and selecting volunteers
- All volunteering opportunities will be promoted widely and clearly within relevant circles. Any such promotion will specify the tasks to be undertaken and will state the benefits available to volunteers
- All volunteers will be required to complete a volunteer's agreement form.
- Written role descriptions will set out time commitment expected, necessary skills and actual duties
- ScotSAC Child Protection Policy and Guidelines will be followed when selecting volunteers who are to work in a childcare role, references and an enhanced disclosure certificate will be sought for such individuals

Rights and Responsibilities of Volunteers

In working with volunteers, ScotSAC recognises the rights of volunteers to:

- Know what is expected of them and to be given clear information and induction
- Have clearly specified lines of support and supervision
- Have safe working conditions and be insured
- Know what their rights and responsibilities are if something goes wrong
- Receive reasonable expenses
- Be trained and receive ongoing opportunities for learning and development
- Be shown appreciation and be free from discrimination
- Experience personal development through their participation as volunteers and enjoy voluntary work

ScotSAC expects that volunteers will:

- Carry out their tasks in a way consistent with the aims of ScotSAC
- Work within agreed guidelines and remits
- Be reliable
- Always act in a manner which reflects positively for the sport and ScotSAC
- Respect and be polite to all employees, members and guests
- Comply with the relevant ScotSAC policies on equity, child protection and other guidelines that may apply to their role.
- Respect confidentiality
- Attend training and support sessions where agreed
- Be enthusiastic and committed to our sport

- Respect the regulations and authority of ScotSAC as the governing body of diving in Scotland.

Support for Volunteers

- ScotSAC will invest financial and personnel resources for the effective management of volunteers
- We will provide an induction period with a review session for volunteers to assess their performance and progress
- We will make provision for the reimbursement of volunteers expenses, with clear guidance on what expenses can be claimed and how to make a claim
- ScotSAC will provide third party liability insurance for volunteers appointed by ScotSAC to conduct official duties.
- Volunteers will have access to information on legislation or policies which may affect them in their role
- Where practical and appropriate all volunteers will be offered access to training to enable them to develop personal skills required by the role

Links with Paid Staff

- The roles of volunteers and paid staff will be complementary and mutually supportive
- Paid staff will respect and value the role of our volunteers and good working relationships will be fostered between staff and volunteers
- Volunteers will support the work of the lead staff member or Volunteer and recognise their role and accountability.