

THE ASSOCIATION OF TEESDALE DAY CLUBS

Policy Document Number 02 Issue 05

Volunteer Policy

Introduction

The Association of Teesdale Day Clubs (in future referred to as the Association) cannot function without the contribution of the many volunteers who generously give up their time to help the Association deliver its services...

In general volunteers undertake the following activities in support of the Association;

- Helping staff provide a safe, happy and interesting social environment for the members of the Association. Duties typically include transportation of members, helping with infirm members, serving food and drinks, clearing away crockery/cutlery, washing-up, general tidying, socialising, entertaining and helping with outings; under the direction of the individual club leaders.
- Providing appropriate support for office and management functions
- Seeking additional sources of funding
- Helping in the management of activities on behalf of the individual clubs e.g. fund raising for individual clubs or organisation of club events

Policy

It is the policy of the Association to actively recruit, train where necessary, and retain volunteers to support the operations and activities of the Association.

Principles

- There are no specific exclusions from being a volunteer. However, it would be expected that volunteers are over 18 years of age and in reasonable health. Additionally, the Association reserves the right to reject anyone who may be considered a danger to either members or to the reputation of the Association (see Protection of Members Policy).
- Volunteers will not be expected to perform any duties that have not been agreed.
- Volunteers will not be expected to do anything that potentially might endanger their own or others' health or wellbeing.
- Volunteers will be given training where needed. A volunteer will not be expected to perform any operation which requires mandatory training, without successfully completing that training.
- Volunteers must abide by any legal or health & safety regulations.
- Individual club leaders will direct the day to day operations of volunteers in their location and identify any training needs and notify these to the Manager
- Individual club leaders are empowered to exclude any volunteers who cause disruption or break any of the rules of the Association.

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- A volunteer with a grievance against the Association of Teesdale Day Clubs should contact the Manager on 01833 695822. If the volunteer is unable to resolve the grievance to their satisfaction they should contact the Chairman of the Association.

Reviewed and approved by the Board of Trustees and signed on their behalf by the Chairman:

Date: 24th November 2018