



## ST PAUL'S GAC VOLUNTEER POLICY

Volunteering with St Paul's GAC Hollywood Co Down

### About us

Founded in 1979, St Paul's GAC draws its membership from across the North Down area and includes the towns of Bangor, Hollywood and Newtownards. The Club has its ground and Clubhouse at Belfast Road Hollywood.

The Objects of the Club are the promotion of the aims of the GAA as outlined in the Official Guide. Currently the Club's core activity is the organisation and coaching of gaelic games from age 6 to Senior level; with five teams at underage level (under 18) and a Senior team. The teams participate in the East Down and Down All County Leagues and Championships. There is also an underage Hurling Development programme focussed at primary school level. There are 200 playing members in total participating at all ages.

Our activities are open to everyone and all children participate together until age 12 when they are organised into men and women's team streams.

Currently there are up to 40 volunteers undertaking a range of activity within the Club - 17 members who have volunteered to serve on St Paul's Executive Committee; 20 coaches/managers/mentors of the underage and senior team; and 3 volunteers who carry out ongoing extensive maintenance work on the grounds and Clubhouse

### Purpose of our volunteer policy

The Club's ethos is Volunteer orientated and we couldn't undertake our activities without a large number of committed volunteers. Our volunteer policy has been created to show our volunteers and potential volunteers that we have spent time and care in planning how volunteers will be welcomed at St Paul's. It also outlines that all volunteers will be treated in a fair and consistent way. It should also help our volunteers understand what support is available to them and what they can expect from us.

### Our vision and mission for volunteering

Volunteering is a great way to share your enthusiasm, skills and ideas whilst having fun and meeting like-minded people. By volunteering for St Paul's you will be making a positive contribution to community development in our area.

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Volunteers are vital to our work.

### Attracting volunteers and volunteer agreement

We have a large range of opportunities for volunteers to get involved in. Details of the Club's Volunteer needs/opportunities will appear periodically on our web site [www.stpaulsgaa.com](http://www.stpaulsgaa.com) (or via text, facebook and e-mail) as well as by direct approach by a member of St Paul's Executive Committee. St Paul's welcome any individual coming along in person to enquire about becoming a volunteer. Once a member agrees to be a Volunteer, there will be a simple registration process. When we receive a copy of your completed registration form, a member of our team will get in touch with more information on specific opportunities and we can decide together which option best matches your interests and time availability and also our needs. Your help will be greatly appreciated and really will make a difference.

### Access Ni Checks

Some volunteer roles will require an Access Ni check to inform St Paul's of any criminal convictions that a person wishing to volunteer may have. For example, any volunteer position which involves regulated activity with children or vulnerable adults will be subject to an Access Ni check.

### Induction and training

It does not matter how much you already know, as there will be opportunities to learn, and we have roles to suit every level of expertise. There will be an induction prepared and delivered by one of our staff. This will include:

- Some information about St Paul's;
- Outline of St Paul's vision, mission and values policy (and our future plans);
- The role of the volunteer; introduction to some volunteers; tour around our facilities and see some of our initiatives;
- Copy of all the relevant policies including this volunteer policy and also our



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- Health and Safety, Expenses, Equality and Diversity and Conflict Management; and the Club's Code of Conduct; and
- Information about training and ongoing learning opportunities

There will be a trial period of four weeks to give St Paul's GAC and you time to discover if you are suited to each other. A review will be made midway through the trial period and also at the end. This is not an assessment, it is just so that we can be sure that you benefit the most from the volunteering experience and maximise the time you are giving freely.

### Support

The Appropriate Club Coordinating Manager will offer support to you. They will remain your key contact throughout your volunteering with us. This will include regular meetings with you to discuss how you are getting on, discuss any training needs and deal with issues arising. This will also ensure that St Paul's GAC are doing all we can to make your volunteering experience an enjoyable and meaningful one.

### Recognition and reward

We could not do the work we do without our volunteers. To acknowledge this we will always say thank you and show appreciation for a job well done. There will always be a listening ear or shoulder to lean on.

St Paul's will recognize the work of Volunteers in a number of ways:

- Nomination for participation in GAA Coaching courses (Level 1 achievement is mandatory for coaching volunteers);
- Formal presentation of certificates for professional achievement;
- Letter of recognition from the Chairman;
- Acknowledgement in the Secretary's Annual Report for consideration by the Club's AGM;
- Nomination for an Ards and North Down Council Sports Awards; and
- One Volunteer is selected for the Club Person of the Year Award which



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is presented at our main annual end of the year social event.

### **Expenses**

We value our volunteers and want to ensure that there are no barriers to volunteer involvement. All reasonable out of pocket expenses, if required, will be reimbursed including expenses for travel and meals (if working more than 4.5 hours in one session). In order to claim expenses, an Expenses Form must be completed, a valid receipt provided and this should be forwarded direct to the Club Treasurer.

### **Insurance, health and safety, accidents and risk assessment**

St Paul's GAC has a valid insurance policy so that volunteers are covered by public liability insurance, which you are advised to read. It covers the volunteering activities you will be doing. We will keep reminding you of our Health and Safety Policy and give simple instructions on how to perform each task safely. We have clear procedures for accidents and emergencies and will always have a first aider on field sites.

### **Resolving problems**

We hope that you will have a very enjoyable experience volunteering with us. However if your role as a volunteer does not meet with your expectations or with the commitments we have made to you, we want you to feel comfortable about letting us know. First of all, talk to the person who leads the team where you volunteer and he or she should be able to sort it out with you before it becomes a problem. If you do not feel this will resolve things you can speak to the Volunteer co-ordinator.

### **Confidentiality**

We expect all volunteers to adhere to confidentiality guidelines which will be explained to you before you begin volunteering with us and this also includes use of social media and contact with any press.



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### Equality, Diversity and Inclusion

St Paul's GAC is committed to embracing diversity and promoting equality and inclusion. When representing St Paul's GAC as a volunteer we expect you to support our commitment to promoting equality.

### Volunteering whilst on benefit

You can still volunteer with us if you are receiving benefits provided that we follow the legal guidelines. We have information from the Jobs and Benefits Department which we can talk through with you regarding the hours you can do and what you can claim for expenses incurred through volunteering.

This is the Volunteer Policy of ST Pauls GAC Hollywood. It will be reviewed annually at the Club's AGM and the next review will be in November 2016

Signed

*P Collins*

Secretary

17<sup>th</sup> February 2018