

# Sunbeam Swimming Club

## VOLUNTEER AGREEMENT



Sunbeam Swimming Club (the Club) welcomes Volunteers from the local community and this Agreement sets out the relationship between the Club and Volunteer.

This agreement is not intended by the parties involved to be a legally binding agreement, nor is it intended to create an employment relationship between us.

The Club reserves the right to decline a Volunteer applicant without reason and to end a Volunteer role should circumstances change.

### Health, Safety and Welfare

One of the most important aspects is to ensure that everyone, including Volunteers, coming to Sunbeam Swimming Club has the right to a positive and enjoyable experience in a safe environment.

As a Volunteer, you will be enrolled as a member of the Club therefore you are also agreeing to Sunbeam Swimming Club's policies and procedures, including but not limited to our Health, Safety and Welfare Policy and to model the behaviours in the member's charter titled "**How We Behave At Sunbeam Swimming Club**". Members are also expected to observe and follow procedures of any venues being used, in particular those of The Pavilion's in the Park.

We require Volunteers to declare if they are a relation of or in a close personal relationship with a current Sunbeam Swimming Club member. Please make the Committee aware of this as part of your Volunteer induction process or if relationships change during the course of your volunteering.

### What we expect from you

We will discuss with you the amount of time that you are willing to commit to volunteering, when you will be available each week, any reasonable adjustments that you have made us aware of and how your availability will fit with our needs.

We expect you to **honour this commitment** and perform your role to the **best of your ability**. This includes attending as we have agreed or giving us as much notice as is reasonable if you are unable to attend so that alternative arrangements can be made. (e.g. as soon as you have planned an absence such as a holiday or if you are unwell and unlikely to recover before the next session).

In the course of your volunteering role it may be necessary for you to have knowledge of confidential or private information about Sunbeam Swimming Club members or other third

parties. You must respect and **maintain confidentiality** and not use information for your own benefit or disclose information except where required or permitted by law.

**Safeguarding** is protecting vulnerable adults or children from physical, emotional, sexual abuse and neglect. It is always unacceptable for a child, young person or vulnerable adult to experience abuse of any kind. Sunbeam Swimming Club recognises its responsibility to safeguard the welfare of all children, young people and vulnerable adults, by a commitment to practice which protects them. Therefore some volunteering roles will be subject to a satisfactory Disclosure and Barring Service (DBS) check.

We expect you to be helpful and responsible, particularly if there is a concern or emergency situation. Relating specifically to Health, Safety and Welfare, Volunteers must ensure they:

- take care of themselves and others who may be affected by their actions.
- report all accidents, incidents, and near misses (things which could have led to an accident), to the Co-Chairs, Welfare Officer or another Committee member as soon as is practicable.
- record accidents or near misses in the accident book stored in the Sunbeam equipment crate on the poolside and in addition that provided by the venue being hired as appropriate.
- are aware of the fire and evacuation procedures for the venue being used.
- will report anything that causes concern and take reasonable action to prevent an incident arising from it.
- inform the Welfare Officer of any safeguarding or bullying/harassment concerns brought to their attention, without making judgment.
- inform anyone raising a concern that it might need to be shared, confidentially, with the Committee and not agree to keep secrets.

### **Equality, Diversity and Inclusion (EDI)**

Sunbeam Swimming Club's Constitution sets out a statement on EDI and volunteers are expected to adhere to it at all times. A copy of it is available via any member of the Committee. It simply sets out that we respect all differences in the world around us and that includes if we look different, believe different things and live differently. It's really important that we understand what being kind and respectful means and we need to help each other to do this.

### **Your duties as a Volunteer**

Your Volunteer role duties may include:

- Welcoming members, supporting them to prepare to participate and join in with sessions.
- Supporting swimmers in the water.
- Taking a register and informing a member of the Committee of attendees.
- Setting up and packing away swim equipment and selecting swim aids for swimmers.

- Timing swimmers and counting lengths.
- Provide help and support to the leader in charge/coaches.
- Support events such as Swimathons, fundraising events, competitive galas, celebration and social events.
- Representing fellow Volunteers on the Committee (to give their views on how well the Club is running and give ideas as to how we could improve or develop the Club).

### **What you can expect from Sunbeam Swimming Club**

- An introduction to Sunbeam Swimming Club and your Volunteering role.
- Training related to your Volunteer role.
- Supervision by experienced Sunbeam Swimming Club Committee members or Volunteers, who can guide and support you in your role.
- A review of your Volunteering role after 3 and 6 months.
- If you are interested and the Club has the available funds, the opportunity to access additional relevant training which can lead to approved qualifications, such as swim coaching, safeguarding, etc.
- Public liability insurance to cover you while you are fulfilling your Volunteer role
- Reimbursement of reasonable pre agreed expenses (such as travel or refreshments)
- Circumstances sometimes change meaning that we must review this agreement together. If anything needs to be adjusted or changed, Sunbeam Swimming Club will make best efforts to accommodate this as much as is reasonable

### **Termination of this Agreement**

Either you or Sunbeam Swimming Club can terminate this Agreement with or without notice at any time.

If you are no longer able to Volunteer, we would be grateful to be given as much notice as possible so that we can make alternative arrangements to cover your role.

If the Club's need for your voluntary services changes then we will let you know and we may terminate this Agreement at that point.

### **References**

To offer a volunteering role with the Club, the Club must be in receipt of two satisfactory references. One of which must be from somewhere you have been employed/volunteered or from an educational setting. We may also require you to be checked by the Disclosure and Barring Service (DBS) depending on the type of role you undertake with us.

### **Accepting this Agreement**

By accepting this Agreement, you will not be an employee of Sunbeam Swimming Club and at no time will there be any mutuality of obligation between you and the Club. You may be offered

voluntary roles by Sunbeam Swimming Club at its discretion but there is no obligation on the Club to offer you Volunteer opportunities or for you to accept it on any particular occasion.

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When undertaking volunteering on behalf of Sunbeam Swimming Club I agree to adhere to all of the above.

Volunteer Name:

Volunteering role:

Signed:..... Date:     /     /