



Volunteer Agreement Policy

Approved: September 2017

Review: September 2020



VOLUNTEER AGREEMENT EXAMPLE

This Volunteer Agreement describes the arrangement between Wales Weightlifting Federation Ltd and the volunteer. We wish to assure you of our appreciation of your volunteering with us and will do the best we can to make your volunteer experience with us enjoyable and rewarding.

This agreement tells you what you can expect from us and what we hope from you.

1. Agreement

Your role as a volunteer starts on [date]. The nature of your duties can be found in the attached role description and is designed to *[state how the work benefits the organisation]*.

As agreed you will volunteer on the following days / times: [insert details]

You will report to and be supervised by [insert title].

2. The Organisation

Wales Weightlifting Federation Ltd commits to the following:

Induction and training

To provide thorough induction on the work of Wales Weightlifting Federation Ltd staff, your volunteering role and the induction and/or training you need to meet the responsibilities of this role.

Supervision, support and flexibility

To explain the standards, we expect for our services and to encourage and support you to achieve and maintain them;

To provide a named person who will meet with you regularly to discuss your volunteering and any successes and problems;

To do our best to help you develop your volunteering role with u

Wales Weightlifting Federation Ltd

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Expenses

Wales Weightlifting Federation Ltd shall reimburse you for all reasonable travel, accommodation and other out of pocket expenses which you may from time to time properly incur in the performance of your volunteer duties, in accordance with Wales Weightlifting Federation Ltd's Expenses Policy. A copy of the policy is available from [insert name]. You should obtain prior written approval for any such expenses and provide receipts or other evidence of actual payment of expenses as Wales Weightlifting Federation Ltd may require. Wales Weightlifting Federation Ltd reserves the right to amend, vary or alter the policy on expenses at any time.

Health and Safety

Wales Weightlifting Federation Ltd commits to maintaining a healthy and safe working and volunteering environment and to provide adequate training and feedback in support of our health and safety policy.

Insurance

To provide adequate insurance cover for volunteers whilst undertaking voluntary duties approved and authorised by us.

Equal opportunities

To ensure that all volunteers are dealt with in accordance with our equal opportunities policy.

Confidentiality

Wales Weightlifting Federation Ltd may, for the purposes of your voluntary position, hold, use or otherwise process personal data and sensitive personal data, as these terms are defined in the Data Protection Act 1998, relating to you. Wales Weightlifting Federation Ltd commits to

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providing a confidential working and volunteering environment and only using information relating to you in a lawful manner, in accordance with the Data Protection Act 1998.

Problems

We will try to resolve fairly any problems, grievances and difficulties you may have while you volunteer with us. In the event of an unresolved problem, we will follow the procedures in our Grievance Policy and procedures. *

3. The Volunteer

I agree:

- to perform my volunteering role to the best of my ability to help Wales Weightlifting Federation Ltd fulfil its services;
- to follow the organisation's procedures and standards, including health and safety and equal opportunities, in relation to its staff, volunteers and others;
- to maintain the confidential information of the organisation and others;
- to meet the mutually agreed time commitments and standards agreed to except in exceptional circumstances and to give reasonable notice of non-attendance so other arrangements can be made;
- to attend induction and training as necessary;
- to provide referees as agreed who may be contacted, and to agree to a DBS (formally CRB) disclosure being carried out where necessary;
- to notify my supervisor of any absence and to give reasonable notice of my intention to leave

This is an honourable agreement, rather than a legal one and may be cancelled at any time by either party. This agreement is not regarded by either party as an employment relationship.

On behalf of Wales Weightlifting Federation Ltd

Signed.....

Wales Weightlifting Federation Ltd

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Name.....
Date.....

Volunteer:
Signed.....
Name.....
Date.....

*templates examples may be found on the WSA website