



Volunteer Policy

1) Background and Scope

- a) Rowing Ireland's existence is dependent on the number and quality of volunteers at all levels of the sport. It is recognised that volunteers provide work of immense value across the organisation in varying roles, e.g., as club officials, coaches, umpires etc.

Essentially Rowing Ireland is a federation of local clubs, operating within the structure of a limited company (with a board of volunteer directors), who organise their own affairs assisted where required by a small Head Office staff team, and a board, sub-committees, branches, etc.

Rowing Ireland recognises several roles for volunteers which extend the work of the organisation. Volunteers are involved at every level of the organisation in roles which complement, but never substitute, the work of paid staff.

It is against this background that the following policy is set out.

2) Values

- a) Rowing Ireland respects each and every volunteer, and volunteering is recognised as central to the operation of the sport of rowing. All policies, procedures and decisions taken by Rowing Ireland are to be cognisant of the dependency on volunteers and the need to encourage, protect and reward volunteers.
- b) All members of Rowing Ireland Clubs, including volunteers, are subject to Rowing Ireland's rules and regulations.
- c) Rowing Ireland strives to create a diverse and inclusive organisation within a diverse and inclusive community. Therefore, we are committed to ensuring equality of access to high quality volunteer opportunities and equality of treatment for our volunteers in all our policies and practices.
- d) Insofar as Rowing Ireland benefits from the skills, experience and enthusiasm of volunteers, we believe that volunteers should feel valued, and be able to gain personal benefits from the experience too. We are committed to managing volunteers in a way that ensures that the needs of both parties are met.

3) Recruitment and Retention

- a) On an annual basis, commencing in 2017, Rowing Ireland's Board will review the need for certain volunteer roles and how best to meet any deficiencies identified such as a lack of volunteers, lack of training courses or material etc. Areas for consideration include:
- i) Umpires;
 - ii) Regatta organisers;
 - iii) Safety Officers;
 - iv) Safeguarding Officers;
 - v) Coaches.
- b) Volunteers engaged at a regional or national level on a regular, ongoing basis will be issued with a brief outlining the nature of the role, areas of responsibility, duties required, duration of role, reporting line and details of any reimbursement provided.



- c) Rowing Ireland endeavours to provide adequate and appropriate facilities, equipment and resources to enable volunteers to fulfil their roles.
- d) Rowing Ireland will encourage and support clubs to manage and support volunteer roles within the club.

4) **Expenses and Protection**

- a) It is the essence of volunteering in a not-for-profit organisation that work is willingly undertaken with no thought as to payment for reward.
- b) Volunteers are responsible for any tax or social welfare levies due on reimbursements received.
- c) Guidance on expenses can be found in Rowing Ireland's Expenditures and Authorisations policy.
- d) Volunteers engaged in specific Rowing Ireland roles e.g. Board members, subcommittee members, umpires, international coaches, international team volunteers will be covered under the terms of Rowing Ireland's insurance policies where acting in good faith and within the confines of Rowing Ireland's rules and regulations and applicable legislation. Breaches of criminal law are not covered.
- e) Rowing Ireland implements a fair, effective and open system in the recruitment and selection of volunteers and treats all information collected in this process confidentially. Some potential volunteers will go through a recruitment and selection process that is appropriate to the role offered. Additional measures may be implemented depending on the nature of the volunteer role and Garda/Police record checks are conducted where appropriate. The process is conducted by appropriately briefed/trained staff and aims to allow both parties to give and receive sufficient information to assess whether the volunteer opportunities available match the potential volunteer's skills, qualities and interests. If unsuccessful, individuals will be offered an opportunity to discuss the outcome and identify possible alternatives within the organisation.

<i>Version</i>	<i>Date</i>	<i>Author</i>	<i>Changes</i>
1.0	1 st October 2016	H. Adams	New Version