



Volunteer Policy

Executive Summary

Rowing Ireland depends on volunteers to carry out its work, both in the operation of the Board and in the carrying out of day-to-day activities. Irrespective of how a volunteer chooses to engage with Rowing Ireland, it is essential that they are consistently treated with respect and fairness, and in a friendly and supportive environment. This Volunteer Policy sets out the principles by which volunteering activity in Rowing Ireland will be managed.

Volunteer Opportunities Volunteering opportunities exist with respect to:

- Participation in the Board as a Board Member
- Providing administrative support
- Assisting with the running of public events
- Participating in fundraising and funding activities
- Participating in activity specific projects
- Participation in Standing Committees and other Rowing Ireland Committees

Volunteers are not employees and no volunteers are paid for the time and effort that they contribute to Rowing Ireland. However the expertise and experience of volunteers is significant to the organisation and its operating effectively.

Volunteer Recruitment

The Board and executive welcomes volunteer participation from across the community and will assess all applications to volunteer in a fair and transparent manner. The Board will approve appointments to the board or the sub committees, in all other instance this authority will be delegated to the CEO.

Responsibility

Rowing Ireland is responsible for ensuring that the policy and the procedures

in this document are implemented efficiently and effectively. All other staff and volunteers are expected to facilitate this process.

Working Conditions

Rowing Ireland is committed to ensuring that all volunteers operate in a safe working environment. Volunteers are expected to participate fully in any training provided, to assist them in carrying out work activities assigned to them. When working on behalf of Rowing Ireland, volunteers are expected to take all necessary steps to ensure their own safety and that of members of the public with whom engage.

Representing Rowing Ireland

Volunteers must seek prior approval from Rowing Ireland before undertaking anything that might affect the organisation as a whole. This includes, but is not limited to, statements to the press, joint initiatives with other bodies, and agreements involving contractual or financial obligations.

Records

A system of records may be maintained on all volunteers, including contact details, vetting disclosures, dates and times of service, duties performed, courses completed etc. Volunteer records are accorded the same confidentiality as staff records and are maintained by Rowing Ireland.

Checks for suitability

Vetting checks and references (safe recruitment) will be completed if the role requires it. Volunteers are always advised in advance of the intention to make these checks. If they refuse permission and cannot provide an acceptable reason, they will not be considered for placement.

Termination of service

Any voluntary service is at the discretion of Rowing Ireland. They may, at any time, and for whatever reason, decide to terminate volunteer's relationships with the organisation. Similarly, volunteers may at any time, and for whatever reason, decide to terminate their relationships. Notice of such decisions should be communicated at the earliest opportunity in writing setting out the reasons for termination. All volunteers are entitled to appeal the decision under the Rowing Ireland dispute resolution process.

Training and Development

Rowing Ireland is committed to providing volunteers with an opportunity to learn and

grow through their engagement with us. Learning opportunities may arise from participating in tasks or activities that are new to a volunteer or project management responsibilities. Each volunteer will receive an appropriate level of induction training (in keeping with his/her volunteering role).

Shadowing

Volunteers receive initial and ongoing shadowing opportunities to provide them with the information and skills necessary to perform their tasks well. The training must be appropriate for the demands of the position and the capabilities of the volunteer.

Support and Guidance

Volunteers will be made aware of how their specific role helps towards achieving the overall goals and objectives of the organisation as set out in the strategic plan. As work-related questions may arise throughout the year, Rowing Ireland may designate a member of staff (Volunteer Liaison) to liaise with volunteers and oversee their work as appropriate. In this way, practical work-related issues that may arise can be dealt with in a timely fashion.

Recognition of Volunteers

Rowing Ireland is committed to recognising the invaluable contribution that volunteers make to both Rowing Ireland and the community it serves. To this end, volunteers will be thanked for their efforts privately and publicly when opportunities arise, and volunteers will be encouraged to attend celebrations and events organised by Rowing Ireland.

Lines of communication

Lines of communication should operate in both directions and should exist formally and informally. Volunteers must have access to all appropriate information, memos, materials and meetings relevant to their assignments. Volunteers must be consulted on all decisions that would substantially affect their volunteering conditions.

Expenses

Out-of-pocket expenses may be reimbursed to volunteers, subject to the agreement of Rowing Ireland and within the terms agreed in advance. Original receipts must be submitted to the Finance and operations lead within one month of being accrued for costs being reimbursed.

Insurance

The organisation will ensure that appropriate insurance cover is in place to cover all volunteers. Rowing Ireland does not provide motor insurance or breakdown assistance for volunteers using their personal motor vehicles.

Managing Difficulties

We recognise that difficulties may arise between volunteers and Rowing Ireland from time to time. Whenever possible, any such difficulties will be dealt with informally and in a timely fashion.

Disciplinary Matters

Should the behaviour or activities of a volunteer pose difficulties to the operations or reputation of Rowing Ireland, then an appropriate disciplinary procedure will be followed. The disciplinary procedure will provide volunteers with an opportunity to explain their case fully and fairly.

All volunteers should sign the [Rowing Ireland code of conduct](#).

Grievance Matters

Should the behaviour or work demand of members of Rowing Ireland pose difficulties for a volunteer, then an appropriate grievance procedure will be followed by the Board. The grievance procedure will provide volunteers with a fair and supportive opportunity to state their issue(s) so that they can be resolved in an amicable fashion.

Confidentiality

In the course of their activities on behalf of Rowing Ireland volunteers may have access to information that is not intended for dissemination publicly. Volunteers are required to keep this information confidential. It is the responsibility of Board, to determine the appropriate time at which confidential information will be released to the public, subject to adherence to any relevant legislative requirements.

Retention of Volunteers

Rowing Ireland want to ensure that volunteers feel welcome, valued, part of a team, needed and useful and therefore a retention strategy will be included in Rowing Ireland's overall Volunteer Strategy.

Version	Date	Author	Changes
1.0	1 st October 2016	H Adams	New version

1.1	9 th April 2020	M Carpenter	Re-written
1.2	13 th June 2023	Rowing Ireland	Updated