

# WTFSF – P.0012v2

## Volunteer Policy

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## **WTSF Volunteer Policy**

### **1 Introduction**

- 1.1 This policy sets out the broad principles for voluntary involvement in the Welsh Target Shooting Federation (WTSF). It is of relevance to all within the organisation, including volunteers, staff, coaches, members, and those elected or appointed to positions of responsibility.

### **2 Definition**

- 2.1 Volunteering is an important expression of citizenship as well as an important component of democracy. Volunteers are individuals who undertake activity on behalf of WTSF, unpaid and of their own free choice, contribute their time, energy and skills to benefit the community.

### **3 Commitment**

- 3.1 The WTSF acknowledges that volunteers contribute in many ways, that their contribution is unique, and that volunteering can benefit users of services, staff, local communities and the volunteers themselves. WTSF values the contribution made by volunteers and is committed to involving volunteers in appropriate positions and in ways which are encouraging, supportive and which develop volunteering.
- 3.2 The WTSF recognises its responsibility to arrange its volunteering efficiently and sensitively so that the valuable gift of the volunteer's time is best used to the mutual advantage of all concerned.

### **4 Statement of Values and Principles**

- 4.1 Volunteering is a legitimate and crucial activity that is supported and encouraged by WTSF and is not intended to be a substitute for paid employment. The role of volunteers complements but does not replace the role of paid staff.
- 4.2 Appropriate steps will be taken to ensure that paid staff are clear about the role of volunteers, and to foster good working relationships between paid staff and volunteers.
- 4.3 Volunteers will not be used during times of industrial action to do the work of paid staff.

- 4.4 The volunteer role is a gift relationship, binding only in honour, trust and mutual understanding. No enforceable obligation, contractual or otherwise, can be imposed on volunteers to attend, give or be set a minimum amount of time to carry out the tasks involved in their voluntary activity.
- 4.5 Likewise the organisation cannot be compelled to provide either regular tasks, payment or other benefit for any activity undertaken by the volunteer.
- 4.6 Although volunteers offer time freely and willingly without binding obligation, there is a presumption of mutual support and reliability. Reciprocal expectations are acknowledged – both of what the organisation expects of volunteers and what volunteers expect of the organisation.

## 5 Volunteer Co-ordination

- 5.1 All volunteers will have a nominated member of staff or volunteer to offer guidance and advice to help the volunteer carry out tasks effectively. Volunteers will be informed of who to contact to receive support and supervision.
- 5.2 The nominated post holder with overall responsibility for the development of voluntary activities within the organisation is the WTSF Network Development Manager. This person is responsible for the management and welfare of the organisation's volunteers.

## 6 Recruitment & Selection

- 6.1 The WTSF is committed to equal opportunities and believes that volunteering should be open to all regardless of race, gender, religion, sexual orientation, political beliefs or offending background that does not create a risk to vulnerable groups including children. **(see WTSF Employment of Ex-Offenders Policy).**
- 6.2 The acceptance of volunteer assistance for a particular role is made on merit, the sole selection criterion being the individual's suitability to carry out agreed tasks.
- 6.3 Information about the application not relevant to the performance of the volunteering tasks concerned will be disregarded by the organisation in terms of recruitment and selection.
- 6.4 Volunteering opportunities will be widely promoted in ways that makes them accessible to all members of the community. Where applicants are not able to be placed in their preferred role, they will be provided with feedback and given the

opportunity to discuss alternative volunteering roles or signposted to the nearest Volunteer Centre.

- 6.5 Recruitment will usually involve completion of an application form, an informal interview and may also involve the taking up of references depending upon the specific nature of the role.
- 6.6 If the volunteer will be carrying out activities with vulnerable groups (children and/or adults) there may be other safer recruitment procedures carried out including asking a volunteer to undergo an enhanced Disclosure and Barring Services (DBS) check (**see WTSF DBS Policy**). More detailed information will be made available specific to legislative requirements and to the particular volunteer position.
- 6.7 Volunteers will have a clear and concise role description, which will be reviewed periodically. The role description will be prepared in conjunction with the volunteer and the designated person referred to above.
- 6.8 New volunteers will be properly inducted into the organisation. Volunteers will be properly briefed about the activities to be undertaken and given all the necessary information to enable them to perform with confidence.

## **7 Training & Development**

- 7.1 All volunteers will be made aware of and have access to all the organisation's relevant policies, including those relating to volunteering, health & safety, safeguarding and equal opportunities among others.
- 7.2 The development of training and support for volunteers is a high priority for the organisation in order to equip them with the necessary information and skills to carry out their tasks. It will be the responsibility of the Network Development Manager to see that this training is provided. It is the responsibility of the volunteer to attend relevant training.
- 7.3 Training in the supervision of volunteers will be provided for all those who have direct responsibility for volunteers.

## **8 Support, Supervision and Recognition**

- 8.1 Volunteers may take their volunteering concerns and seek guidance and support from the Network Development Manager. Volunteers will have access to regular support and supervision. This will enable both the volunteer and the supervisor to identify, monitor and evaluate the volunteer's involvement, recognise achievements

and identify individual training needs, including that relevant to their particular volunteering role and to their wider personal development. The frequency, duration and format of these sessions will be negotiated between the volunteer and the Network Development Manager.

- 8.2 Volunteers may be given the opportunity, where relevant, to share their views and opinions with the organisation's wider staff, at staff meetings etc.
- 8.3 A process will be developed in order to give formal recognition of the contribution of the organisation's volunteers (e.g. internal awards, annual reports, website articles, social media and during volunteers week award celebrations etc.) or outline any existing process.

## 9 Expenses

- 9.1 The WTFSF recognises that the reimbursement of expenses incurred in traveling to and from the place of volunteering or in the course of volunteering is important therefore the organisation's volunteers are able to claim reasonable out of pocket expenses, subject to, pre-approval by the WTFSF Finance Manager and the production of receipts as evidence of the expenditure.
- 9.2 What can be reclaimed from the organisation and the calculation of expenses will be explained to the volunteer before they start any activity likely to give rise to expenses.

## 10 Insurance

- 10.1 The WTFSF's third party liability insurance policies include the activities of volunteers and liability towards them. The WTFSF does not insure the volunteer's personal possessions against loss or damage.

## 11 Policies & Procedures

- 11.1 The Network Development Manager will advise the volunteer of all the WTFSF Policy and Procedures relevant to their tasks before they begin work. The most pertinent documents will be:
  - 11.1.1 Safeguarding – The Safeguarding and well-being of children, adults, indeed everyone involved in the community of shooting is of the highest priority. WTFSF Volunteers are expected to be fully cognisant of all WTFSF Policies in this respect and complete any necessary supportive training courses according to their specific role (**See WTFSF Safeguarding Policies**). The welfare

and well-being of everyone in the shooting community is reliant upon us all to show consistent and respectful behaviour.

11.1.2 Equality, Diversity and Inclusion - The WTSF promotes inclusivity and values diversity. The WTSF seeks to ensure that the work environment for its volunteers is supportive, and one where individual respect is shown to all.

**(See WTSF Equality, Diversity & Inclusion Policy)**

11.1.3 Bullying and Harassment - To secure an environment in which volunteers can flourish and achieve their full potential, the WTSF is committed to ensuring that everyone is able to work without fear of harassment, bullying or intimidation.

**(See WTSF Bullying, Harassment, Victimisation & Discrimination Policy)**

11.1.4 Health & Safety - The WTSF places a high priority on providing a safe working and target shooting environments and will act positively to minimise the incidence of all work-place risks as required by the Health and Safety at Work Act 1974 and other associated legislation.

**(See WTSF Health & Safety Policy and WTSF Range Safety Policy and Procedures)**

## 12 Dealing with issues

12.1 The WTSF aims to treat all volunteers fairly, objectively and consistently. The WTSF seeks to ensure that volunteers' views are heard, noted and acted upon promptly and aim for a positive and amicable solution.

12.2 The Network Development Manager is responsible for handling problems regarding volunteer complaints or conduct and these should be referred to them accordingly.

12.3 In the event of a problem, all relevant facts should be obtained as quickly as possible. Support will be provided by the organisation to the volunteer while it endeavours to resolve the problem in an informal manner.

12.4 If an informal resolution proves impossible, the WTSF's Grievance or Complaints policies and procedures (which include volunteers) will be referred to **(see WTSF Grievance Policy and Complaints Policy)**.

12.5 If a volunteer's behaviour is repeatedly or seriously unacceptable, they may be asked to change their role, or to leave the organisation.

## 13 Ceasing to be a volunteer



- 13.1 When volunteers cease volunteering for the WTFSF, they will be invited to provide feedback on their volunteering experience by way of an exit questionnaire.

#### **14 Rights and Responsibilities**

- 14.1 The organisation recognises the rights of volunteers to:

- 14.1.1 know what is (and what is not) expected of them
- 14.1.2 have adequate support in their volunteering
- 14.1.3 receive appreciation
- 14.1.4 volunteer in a safe environment
- 14.1.5 be insured
- 14.1.6 know their rights and responsibilities if something goes wrong
- 14.1.7 receive relevant out-of-pocket expenses
- 14.1.8 receive appropriate training
- 14.1.9 be free from discrimination
- 14.1.10 be offered the opportunity for personal development

- 14.2 The organisation expects volunteers to:

- 14.2.1 be reliable
- 14.2.2 be honest
- 14.2.3 respect confidentiality
- 14.2.4 make the most of training and support opportunities
- 14.2.5 carry out tasks in a way that reflects the aims and values of the organisation
- 14.2.6 carry out tasks within agreed guidelines
- 14.2.7 respect the work of the organisation and not bring it into disrepute
- 14.2.8 comply with the organisation's policies