

Racquetball Association of Ireland

Volunteer Policy

The Racquetball Association of Ireland depends on volunteers to carry out its work, both in the operation of the Executive Committee(EXCO) and in the carrying out of day-to-day activities. Irrespective of how a volunteer chooses to engage with Racquetball Association of 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 Racquetball Association of Ireland will be managed.

Volunteer Opportunities

Volunteering opportunities exist with respect to:

- Participation in the Executive Committee(EXCO) as an EXCO Member
- Providing administrative support
- Assisting with the running of tournaments
- Participating in fundraising and funding activities
- Participating in activity specific projects
- Participation in any Sub Committees formed by the Racquetball Association of Ireland.

Volunteers are not employees and no volunteers are paid for the time and effort that they contribute to Racquetball Association of Ireland.

Volunteer Recruitment

The EXCO welcomes volunteer participation from across the community and will assess all applications to volunteer in a fair and transparent manner.

The EXCO will approve appointments to sub committees.

Working Conditions

The Racquetball Association of 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 Racquetball Association of Ireland, volunteers are expected to take all necessary steps to ensure their own safety and that of members of the public with whom they engage.

Training and Development

The Racquetball Association of Ireland is committed to providing volunteers with an opportunity to learn and grow through their engagement with the Association.

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).

Support and Guidance

Volunteers will be made aware of how their specific role helps towards achieving the overall goals and objectives of the Association.

As work-related questions may arise throughout the year, the Racquetball Association of Ireland may designate a member of the EXCO 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

The EXCO is committed to recognising the invaluable contribution that volunteers make to both the Racquetball Association of 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 the Racquetball Association of Ireland.

Expenses

Out-of-pocket expenses may be reimbursed to volunteers, subject to the agreement of the Racquetball Association of Ireland and within the terms agreed in advance.

Original receipts must be submitted to the Treasurer 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.

The Racquetball Association of 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 the Racquetball Association of 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 the Racquetball Association of 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.

Grievance Matters

Should the behaviour or work demand of members of the Racquetball Association of Ireland pose difficulties for a volunteer, then an appropriate grievance/complaints procedure will be followed by the EXCO.

This 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 the Racquetball Association of 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 EXCO, to determine the appropriate time at which confidential information will be released to the public, subject to adherence to any relevant legislative requirements.

Dated 4th June 2021

Document Reviewed* [date]

*This document is to be reviewed every three years or whenever necessary.