



Policy Name	Volunteer Policy
Policy Number	4
Policy Owner	L AFC Governance Sub-committee
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Lakewood Athletic FC is committed to providing a professional and efficient service in supporting volunteers within the club.

We recognise that in order to achieve our goals we need to involve volunteers in our club. It is also essential that we present a model of good practice in volunteer management.

We regard volunteers as a valuable resource and encourage them to get involved at all levels of the club and within all appropriate activities. We aim to support our volunteers to the best of our abilities, and to act quickly and fairly if difficulties arise.

- 1. Volunteer Conditions:** Volunteers are treated as full members of Lakewood Athletic FC. Volunteers are provided with appropriate work sites and have access to the space, equipment and facilities necessary to volunteer effectively and comfortably.
- 2. Volunteering/Coaching** times are negotiated between Lakewood Athletic FC committee and the volunteer and are as flexible as the tasks allow. Voluntary time commitment is never expected to match that of full-time paid staff, but unscheduled absences can create organisational problems. When expecting to be absent, volunteers should inform the club as soon as possible, so that alternative arrangements can be made.
- 3. Appropriate Behaviour:** Volunteers are expected to work within the policies and procedures of Lakewood Athletic FC and adhere to its ethos. As representatives of the club, they are responsible for presenting a positive image of Lakewood Athletic FC to the outside world.
- 4. Representation of Lakewood Athletic FC:** Volunteers must seek prior approval from the committee before undertaking anything that might affect the club. This includes, but is not limited to, statements to the press, joint initiatives with other bodies, and agreements involving contractual or financial obligations.
- 5. Confidentiality:** Lakewood Athletic FC respects the volunteer's right to privacy and confidentiality. In turn, volunteers are responsible for maintaining the confidentiality of all privileged information to which they are exposed while volunteering with Lakewood Athletic FC.



- 6. Records:** A system of records is maintained on all volunteers including Garda vetting and child protection training status.
- 7. Service at the discretion of Lakewood Athletic FC:** Any voluntary service is at the discretion of Lakewood Athletic FC. Lakewood Athletic FC 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 with Lakewood Athletic FC. Notice of such decisions should be communicated at the earliest opportunity, preferably in writing to the committee via lakewoodafcsecretary@gmail.com.
- 8. Recruitment:**
 - a. Applications:** Volunteers are recruited on a pro-active basis by Lakewood Athletic FC using the Academy or publicity avenues that are suitable for the roles that need to be filled. Potential volunteers may also apply speculatively. All volunteers are asked to express an interest in writing to the club secretary lakewoodafcsecretary@gmail.com. Garda vetting and child protection training will also be required as a minimum standard.
 - b. Interviews:** In the event that two or more volunteers have expressed an interest in being appointed to a specific coaching role then they will be invited to an interview with the Academy manager and / or chairperson.
 - c. Check for suitability:** References may be taken up. Other checks will also be completed (for example Garda vetting) Volunteers are always warned in advance of the intention to make these checks. If they refuse permission and cannot provide an acceptable reason, they will not be appointed.
- 9. Training:**
 - a. Induction:** All volunteers receive induction when they begin voluntary work with Lakewood Athletic FC. This consists of a general introduction to the organisation, as well as a specific orientation on the purposes and requirements of their volunteering role.
 - b. On the job training:** Volunteers will receive guidance from current volunteers on fulfilling their roles as coaches and the alike.
 - c. Courses/Training:** The club will issue communications from time to time through appropriate channels to its volunteers regarding appropriate training courses delivered by the FAI or from within the club.
- 10. Dismissal:** Volunteers who do not adhere to Lakewood Athletics FC rules or who fail to perform their volunteer assignments satisfactorily may be subject to dismissal. No volunteers' involvement will be terminated in writing until the volunteer has had an opportunity to discuss the reasons for possible dismissal with the committee. Grounds for dismissal include, but are not limited to, the following: gross misconduct, being



under the influence of drugs (including alcohol), theft, misuse of equipment and materials, breaches of confidentiality, failure to abide by Lakewood Athletics policies and procedures and failure to complete duties to a satisfactory standard.

- 11. Concerns and Grievances:** If volunteers are not satisfied that issues relating to their volunteering are being handled appropriately, please refer to the complaints policy.