



NORTH EAST JU-JITSU KOBUDO ASSOCIATION

VOLUNTEER POLICY



Volunteer Policy

Introduction to The North East Ju-Jitsu Kobudo Association

The North East Ju-Jitsu Kobudo Association is committed to providing a safe welcoming environment for the practice & learning of Martial Arts within all Classes throughout The Association for children, young people & adults. Embracing good coaching practice & safeguarding practice ensuring we promote equality, we do not discriminate, we promote inclusion to all, allowing all children, young people & adults access to our martial art to achieve their potential.

Martial Arts practice like many activities provides an excellent pathway for children, young people & adults to learn new skills, become more confident & maximise their own potential. Through participation in our Classes they will learn & develop life skills, have fun & enjoyment, make new friends, achieve, in time become positive role models all which will positively enhance their personal growth throughout their lives.

Purpose of this Policy

This policy sets out to provide guidance to Coaches & volunteers and outlines procedures and support that is available within the class/club environment by The Head Coach of that venue & from The North East Ju-Jitsu Kobudo Association. The policy sets out the minimum standards for recruitment, induction & appointment for a volunteer to ensure that both the volunteer & The Class expectations are met.

The Head Coach will take full responsibility for the appointment of volunteers within their Classes & ensure that all the criteria is met including DBS check and any further requirements, qualifications or training for the role & The North East Ju-Jitsu Kobudo Association will ensure that the guidelines are in place to meet this & support both the Head Coach & volunteer in any way that is required.

The Head Coach must understand & recognise the significant and valuable role that the volunteer will play in supporting their Class & that volunteering within the Class is a constructive and rewarding experience & that all volunteers are treated with respect in a fair & equal and fair manner.

Definition of the Relationship

A volunteer is someone who offers their time, experience, knowledge & skills freely & chooses to undertake tasks & activities to help The Class achieve its aims, without payment or expectation of payment.

A volunteer can be involved within a Class setting helping with the organisation of the class such as setting up equipment, collecting tuition fees, assisting with younger members such as escorting children to the toilet, returning children to their parents. They may represent the Class on committees & fund-raising events and assist with the promotion of the class within the community.

A volunteer may assist a Head Coach out of the class setting with roles such as administration, working with class media such as Facebook & class promotion & advertising.

A volunteer can be as example: husband, wife, partner, parent, relative, friend, a parent or participant from within the class or a role that has been advertised for volunteer help.

The arrangement is voluntary on both sides. Either party can bring this to an end.

The Head Coach & The Class Commitment to the Volunteer

All volunteers will be welcomed & become part of the team within the class. Volunteers will be supported through the provisions of resources necessary to complete their duties, induction & appropriate training, and a supervision commitment. Volunteers will be supported, heard & can provide feedback regarding their role within The Class.

Volunteers have the right to refuse any request made of them & are not bound by contract but are obliged to volunteer in line with Volunteer Policy & the agreed written role between the Club Coach & volunteer.

Commitment of the Volunteer

Volunteers are expected to conduct themselves in a way which represents & reflects the positive qualities & values of The Class & NEJJK. Help to provide a warm & welcoming environment to all participants & parents/guardians who attend The Class & to support The Coaching Team. Have a clear understanding of their role to execute their agreed duties, unless otherwise informed & carry out these tasks only agreed by Head Coach & the volunteer.

It is important that volunteers adhere to values of being approachable, non-judgemental, inspiring, empowering & passionate. They must have a genuine interest in The Class, a willingness to listen & learn, be understanding, be reliable and have commitment within their role as a volunteer for The Class.

Volunteers are responsible for maintaining the confidentiality of all privileged information to which they are exposed. Failure to maintain confidentiality may result in termination of the volunteer's relationship with the organisation.

Recruitment & Appointment of New Volunteers

- The volunteer will be required to complete an application form & complete the self- declaration questions which are included on the form.
- The Head Coach will provide the volunteer role descriptions which outline duties & responsibilities.
- A written description of the role & duties will be provided to the volunteer, The NEJJK Head Coach & The Welfare Officer.
- Volunteers will be invited by The Head Coach to engage in a two-way discussion of the proposed role including its requirements & expectations with a view to assessing mutual suitability.
- A DBS check through NAKMAS must take place first before the volunteer commences their role.
- Volunteers may be subject to a probationary or trial period agreed by The Head Coach depending on the role.
- Support, guidance & supervision are provided as appropriate. Volunteers should receive The NEJJK Safeguarding Policy & any other relevant policies or procedures.
- All volunteers should complete an online safeguarding course if volunteering is in a Class setting, any other training requirements would be the decision of the Head Coach.

DBS Check

A DBS check is required for all volunteers undertaking regulated activity aged 16 years or older as part of the recruitment process. Having a criminal record will not necessarily bar someone from volunteering, it will depend on the circumstances & background of their offence.

Equality and Diversity

NEJJKA & each Head Coach is committed to equal opportunities at all stages of recruitment & selection. Volunteering opportunities should be open to all regardless of age, disability, gender, reassignment, marriage & civil partnership, pregnancy & maternity, race, religion or belief, sex & sexual orientation.

Induction & Training

Volunteers will have a set of skills, knowledge & attitudes gained from their education, work, previous volunteering & life experience. To ensure volunteers are appropriately equipped for their role, each volunteer will undergo an appropriate induction & be supported with any training or guidance with regards to their role.

Health & Safety

The Head Coach must ensure that all volunteers are provided with the appropriate information, supervision & training required to enable them to complete their voluntary work safely. This may include providing risk assessments & any further procedures & guidance.

The volunteer must take reasonable care of themselves & others and follow any health & safety advice & instruction given for their role.

The volunteer should report any accidents, incidents, or any issues of health & safety matters to the Head Coach.

If a volunteer finds themselves in a situation which is a threat to their personal safety, they must speak to or contact the Head Coach.

Insurance

All volunteers will be covered under The Association's Civil Liability Insurance Cover issued through The Governing Body NAKMAS. To come under the cover all volunteers must agree to a DBS check obtained through The NAKMAS Governing Body.

Expenses

A volunteer is someone who offers their time, experience, knowledge & skills freely & chooses to undertake tasks & activities to help The Class achieve its aims, without payment or expectation of payment.

However, The Head Coach may choose to contribute to costs for any training courses required, any items or equipment that may be required or NEJJKA wear etc.

Concerns & Complaints

NEJJKA is committed to the welfare of all volunteers within their Class role & we believe that any concerns or issues should be brought to light at an early stage & dealt with in an informal manner between the volunteer & The Head Coach.

In the unlikely event that a dispute cannot be resolved in this manner The NEJJKA Head Coach: Miss Dorothy Adamson can be involved. This would require the volunteer to put their complaint or issue in writing to be submitted to Miss Dorothy Adamson who would then deem the best course of action to resolve the issue to produce a positive & agreeable outcome to all involved.

Volunteer Feedback

All volunteers will have the opportunity to provide feedback regarding their role to the Head Coach of The Class through meetings & face to face chats.

Leaving the Volunteer Role

Volunteers are free to cease their volunteering role within the class at any time. Wherever possible it can be helpful if the volunteer provides the Head Coach with notice so the Head Coach can make alternative arrangements if required.

It is possible that there may be times when the head Coach will ask a volunteer to cease volunteering for various reasons.

Wherever possible, the Head Coach will offer the volunteer the opportunity for feedback before leaving their role & ensure they are appropriately thanked for help & support.

North East Ju-Jitsu Kobudo Association

Head Coach: Miss Dorothy Adamson: 0191-4559291

Welfare Officer: Miss Julie Anderson

