

# WELSH INDOOR BOWLS

## VOLUNTEER MANAGEMENT POLICY.

Welsh Indoor Bowls volunteer management policy establishes a structure to recruit, train, and retain volunteers while complying with health and safety and legal compliance.

It clarifies people's roles and outlines fair treatment and procedures for recruitment, induction, and conflict resolution, reducing the risk of volunteers being mistaken for employees.

### 1. Introduction.

To provide safe, enjoyable and inclusive sporting activities and recognise that volunteers are a vital part of Welsh Indoor Bowls in encouraging community participation.

This policy applies to all unpaid helpers, including coaches, team managers, umpires and event staff.

### 2. Volunteer Status.

And Welsh Indoor Bowls is not obligated to offer work. Volunteers are entitled to leave at any time.

Volunteers are unpaid but Welsh Indoor Bowls can reimburse them for out of pocket or travelling expenses.

### 3. Recruitment and Safeguarding.

Volunteers working with children or vulnerable adults must undergo the relevant checks, new volunteers will receive induction training to ensure they understand their role, safety procedures and Welsh Indoor values.

Welsh Indoor Bowls operates an inclusive policy, welcoming volunteers from all backgrounds.

### 4. Code of Conduct.

Volunteers are expected to adhere to health and safety guidelines and report any accidents immediately, notify Welsh Indoor Bowls if they are unavailable for any scheduled session.

Treat everyone with dignity and respect, fairness and adhering to Welsh Indoor Bowls Code of Conduct, respect personal information regarding members, and other volunteers and follow guidance from officers, or coaches especially where one to one contact with minors are involved.

### 5. Support and Training

Every volunteer will have a supervisor, mentor or point of contact, Welsh Indoor Bowls will provide training to enable volunteers to carry out their work safely and effectively and will show appreciation for the contribution made by volunteers.

### 6. Problem Resolution.

Any volunteer with a concern or issue should report it to their supervisor, all issues will be handled in an informal manner in the first instance, aiming for a quick resolution.

7. Data Protection.

Welsh Indoor Bowls will keep a record of its volunteers contact details, and DBS status to comply with data protection laws.

**This policy will be reviewed by the Management Committee bi-annually.**