

Ballyclare Comrades F.C.
Dixon Park
Harrier Way
Ballyclare
Co. Antrim
BT39 9BB



Ballyclare Comrades FC Volunteer Policy

- **Background of the club**

Ballyclare Comrades FC was formed in 1919 by members of the local branch of "Comrades of the Great War Association" (who were soldiers not long returned after the First World War). Ballyclare's veteran soldiers, most of them from "C" Company of the 12th Royal Irish Rifles - a battalion made up entirely of East Antrim men, who fought at the Somme and in many other famous First World War battles - played their first game as a football team, and Ballyclare Comrades were born.

The Comrades have come a long way since their lowly beginnings. Having started at the bottom of the pile in the minor grade, they have worked their way through junior and intermediate levels, to eventually achieve senior status in 1990.

The club motto is, "Nihil Nisi Optimi", translated this means "Nothing Except Your Best".

- **Values**

Ballyclare Comrades FC values the involvement of volunteers in our work because they help reflect the interests, needs and resources of the community we aim to serve, and bring a unique perspective on all our work. Ballyclare Comrades benefits from the skills, experience and enthusiasm of volunteers and we believe that volunteers should also gain personal benefits from the experience too. Ballyclare Comrades strives to create a diverse and inclusive organisation within a diverse and inclusive community. Therefore, we are committed to ensuring equality of access to high quality volunteer opportunities and equality of treatment for our volunteers in all our policies and practices.

- **Preparation & Planning**

All volunteers are provided with a written role description, outlining the purpose, tasks and main expectations of their role. We will endeavour to provide adequate and appropriate facilities, equipment and resources that are essential to you fulfilling your role. The club secretary will be responsible for the management, supervision and training of volunteers. Ballyclare Comrades FC will reimburse out of pocket expenses when claims are submitted on a standard expenditure form and accompanied by receipts.

- **Recruitment and selection**

Ballyclare Comrades FC is committed to serving and being represented by the whole community. Volunteer opportunities are widely promoted throughout the Club, and we will endeavour to make recruitment and selection materials available in a format accessible to any individual or group, upon request.

Ballyclare Comrades FC recruit volunteers:

- By word of mouth through existing Ballyclare Comrades FC volunteers
- By use of the Ballyclare Comrades FC website (www.ballyclarecomrades.com)
- Through Newtownabbey/Antrim Borough Council.
- By advertising locally as finance allow – using posters, and adverts in local newspapers.

Furthermore, the club regularly reviews the make-up of the volunteer team to identify and target any under-represented group(s). The club implements a fair, effective and open system in the recruitment and selection of volunteers and treats all information collected in this process confidentially. All potential volunteers will go through a recruitment and selection process that is appropriate to the role offered, using registration forms, references and informal chats / interviews. Additional measures may be implemented depending on the nature of the volunteer role and police records checks are conducted where appropriate.

- **Management of volunteers**

All volunteers are provided with an induction within six weeks of commencing their voluntary work. The induction: provides background information on the Club; explains its structures and procedures; describes the volunteer role and outlines how s/he will be supported, including practical information on e.g. expenses. All volunteer placements are subject to a settling in period, the length of which depends

on the nature and hours of the voluntary work. During this period volunteers are given additional support and a review meeting between the volunteer and his/her supervisor is held at the end of the settling in period to ensure that all parties are satisfied with the arrangement.

In order to effectively monitor the work that volunteers do and how they are managed, a personal file is maintained for all volunteers, which includes: contact details and other relevant personal information; details of the application and selection process; agreements made; hours worked; records of support and supervision activities; training undertaken and any complaints or grievances made or received. Some of this information and other relevant information may also be recorded in computerised records. All such information is treated in accordance with the Data Protection Act (1998) and volunteers are entitled to inspect all such information pertaining to their own involvement.

- **Reward/recognition**

Ballyclare Comrades FC are fully appreciative of the roles undertaken by our volunteers and the time and effort they freely give to our organisation. Without volunteers we could not operate and as such we seek to recognise this hard work on an annual basis. We run a volunteer recognition dinner each year (usually in May), which is a social get together for our volunteers/club officials and team, celebrating their achievements and commitment for the previous year. Volunteers are provided with a small token of appreciation and “years of service” certificates are handed out.

- **Insurance**

All volunteers are covered by Ballyclare Comrades FC insurance whilst engaged in their agreed roles. It is the responsibility of the volunteer to inform their motor insurance company if they are using their car during their volunteering role.

- **Health & Safety**

Volunteers will be made aware of Ballyclare Comrades FC Health & Safety Policy and will be given relevant information and/or training on this as appropriate to their role.

