



Charity No. 1156811

## Lordsfield Swimming Club

### Volunteer Policy

Lordsfield Swimming Club is made up of volunteers who give freely of their time to ensure that the children and adults of the community are able to enjoy affordable swimming.

The Club is made up of many different types of volunteers, all of whom are members, wanting to promote and develop the aims of the Club.

The Volunteer policy has been developed with this in mind.

1. Volunteers can be any, or many, of the following:

- **Trustees:** have an overview of the Club and strategically steer the Club through its growth and development.
- **Pool Operations:** plan in the session & deal with the day to day running of the Club.
- **Management Committee:** made up of representatives from pool operations, finance, volunteer & membership teams alongside the club secretary. Are overseen by the Trustee's.
- **Volunteer Co-ordinator: In charge of DBS checking, Training and co-ordinating with Volunteers**
- **Fundraisers:** seek out relevant grants or run one-off events to raise money.
- **Finance:** deal with the finance side of the Club.
- **Membership:** manage the membership, health forms etc. in line with the GDPR rules.
- **Secretary:** Minutes of meetings, Insurance, printing, letters, etc
- **Pool Rescuers:** Trained volunteers who run the poolside sessions.
- **First Aiders:** Part of every poolside team during a session.

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- **Pool Plant Operators:** Run the plant and ensure that the pool and the water is up to standard.
- **Desk:** run the daily access to poolside and deal with payment, enquiries and any issues which might arise.
- **Refreshments:** run the 'kitchen', take payment and provide drinks, etc.
- **Gardeners:** Ensure the pool environment is kept tidy, attractive and clean.
- **Up keep:** keep the building, etc. in good order. Painting and decorating.
- **General Upkeep:** help to clean the changing rooms and washrooms, particularly at the beginning and end of a season.

Lordsfield Swimming Club recognises the important contribution made by volunteers to the Club and will ensure the Club invests in its volunteers. We shall provide regular and ongoing support to enable volunteers to develop their skills and, therefore, contribute to the Club and the wider community.

## **2. The Rights of Volunteers**

All volunteers are entitled to be treated with dignity and respect.

Volunteers have a right to:

- Information on the Club and its policies.
- A description of the roles they undertake and any training needed to fulfil these roles.
- Opportunities for training.
- A safe working environment
- A named person they can go to for advice and support.
- Have their contribution valued by all members of the Club.
- Be covered by appropriate insurance
- A clear understanding of accountability

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### **3. Responsibilities of Volunteers**

- To treat **all** members of the Club with courtesy.
- To be reliable, particularly with agreed arrangements.
- To co-operate with other volunteers.
- To undertake relevant training.
- To exchange information and feedback.
- To ask for support where needed.
- To carry out agreed tasks and roles.
- To respect the confidentiality of members, visitors and the Club.
- To be reliable and commit to the agreed schedule.
- To be aware of policies and procedures.
- To follow the Club's Child Protection policy. (On the Club's Website)

### **4. Recruitment and Selection of Volunteers**

- All prospective volunteers for training will be DBS checked.
- Will be offered confirmation after the DBS checks.
- Provided with clear information as to what is expected of them.

### **5. Training**

Volunteer support will be provided through:

- Formal training opportunities.
- Pay for this training if they do not fulfil the minimum of 1 hour per week over the Summer season.
- Informal advice and information sharing.
- A named person who will offer support and advice.

### **6. Lone Worker**

- **The Club operates a strict no entry to the pool premises policy for lone individuals. (On the Club's Website)**

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Should there be an accident to an individual or they be taken ill or fall into the pool and get into difficulties, a second person would there to help/ call for help.

**This is to comply with Health and Safety.**

Please ensure that:

- You take someone with you should you need to enter the pool premises.
- Pool Rescuers and First Aiders for any given session should wait at the gate for another volunteer before entering the premises.
- Everyone not on duty for the session should wait outside the gate, while the equipment is set up for the session.

All volunteers are important to the Club; it is also important that volunteers enjoy the experience.

If you are unhappy with anything or have any concerns please speak to the Volunteer co-ordinator, in the first instance.

**Dated: March 2020**  
**Reviewed: March 2023**  
**Review date: March 2025**

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