



## **VOLUNTEER POLICY DOCUMENT**

<b><u>Date Approved</u></b>
16 June 2020

### **Introduction/Why volunteers are important to the organisation?**

Swim Ireland recognise and greatly appreciate the valuable time and immense effort given by our volunteers which is vital to the effective running of our sport.

Swim Ireland respects each volunteer, and volunteering is recognised as central to the operation of the organisation. This purpose of this Policy is to set out how the organisation aims to support volunteers on a practical level and to set out the expectations of volunteer behaviour. It does not constitute a binding contract. All members of Swim Ireland Clubs, including volunteers, are subject to Swim Ireland's rules and regulations.

### **Recruitment**

Volunteers are recruited in a variety of ways, dependent on the position. A formal recruitment process takes place in respect of certain positions, for example, vacancies on the Swim Ireland Board and National Committees are filled by way of the nomination's procedures outlined in the Company Constitution. In such cases vacancies are advertised and such advertisement will include an outline of the skill set and qualification requirements and the time commitments involved.

Volunteers may also be recruited by asking individuals with skills or expertise to perform a specific role, for example maintaining a club's website. In all cases clubs and regions are required to follow the Recruitment Policy contained in the latest version of the Swim Ireland Safeguarding Policy for all appointments made within clubs containing U18 athletes.

There are some additional requirements for safeguarding purposes that require the rostering of individuals for certain duties to ensure the safety and well-being of athletes, e.g. a roster for a person on duty during training sessions.

All Volunteers and Members on National Committees must abide by Swim Ireland Codes of Conduct and operate in line with its terms of reference as set by the Board and as amended from time to time. Terms of reference are available on the Swim Ireland website and are specific to the various National Committees supporting Swim Ireland.

- (a) All Affiliate Members shall ensure that correct recruitment procedures are followed in the appointment of teachers/coaches and leaders.
- (b) All Clubs shall ensure that correct recruitment procedures are followed in the appointment of teachers/coaches and leaders.
- (c) All team managers and coaches must have been successfully vetted and have completed the Swim Ireland/Sport Ireland/Sport NI basic awareness training (child welfare training) in order to be selected and/or work with Irish teams and swimmers.

As part of a recruitment process certain positions have been identified within the relevant legislation according to jurisdiction as relevant or regulated and therefore require an accepted vetting disclosure, either through the National Vetting Bureau or Access NI. No individual is permitted to take a relevant or regulated position without an accepted disclosure being obtained through Swim Ireland.

Swim Ireland will endeavour to recruit the most competent individuals to fill vacant or new positions. Interview notes will be retained for a period of one year in accordance with legal requirements. Swim Ireland believes in equal opportunity in recruitment and volunteering practices without discrimination on the grounds of gender, civil status, family status, sexual orientation, religion, age, disability, race and membership of the traveller community.

### **Training and Development**

Swim Ireland acknowledges that there is a significant need within National Governing Bodies for volunteer learning and development support. It is recognised that volunteers operate at all levels, from local clubs up to regional and national level roles within an NGB.

All volunteers acting in the role of Coaches, and Officials must be licensed in accordance with Swim Ireland procedures and must complete relevant Swim Ireland training.

Certain role holders within Swim Ireland are required to undertake specific training relevant to their role prior to being appointed to that role e.g. Club Children's Officers are required to undertake specific Safeguarding training before allowing them to take up the position. Licenses are maintained by ensuring regular on-going professional development. Other role holders, for example Club Officers are provided with ongoing training through attendance at seminars, forums, and conferences.

### **Safeguarding policies**

Swim Ireland is fully committed to the safeguarding and well-being of all its Members and Volunteers. Every member and volunteer should at all times, show respect and understanding for each other's rights, overall development, safety and welfare. They should conduct themselves in a way that reflects the principles of the organisation and the guidance contained in the latest Swim Ireland Safeguarding Policies. The Swim Ireland Safeguarding Policies incorporate the relevant safeguarding guidance from Sport Ireland and Sport NI as well as recognising legislation of each jurisdiction pertaining to the protection of children and young people.

The Swim Ireland Safeguarding Policies contain the elements necessary to create a safe and protective environment for members and volunteers to operate to ensure the safety and well-being of children and young people in our sport.

Volunteers in positions are also subject to renewing certain training and vetting requirements in order to maintain their roles, e.g. vetting and some safeguarding training is required to be updated every three years, some licenses have annual update requirements.

### **Health and safety**

Members and Volunteers must abide by the Health & Safety Statement and rules of Swim Ireland. This includes health and safety at events. All events run by Clubs and Regions are run in accordance with these National Guidelines.

The Swim Ireland Rule Book specifies that all accidents must be reported to Swim Ireland as soon as possible after the event (and not later than one week from the date of the event) with a full report presented.

### **Expense Reimbursement Policy**

The work of volunteers is vital to the effective running of the organisation and in that regard, Swim Ireland will always endeavour to ensure that volunteers are not out of pocket in fulfilling a role at National level. Each province sets out their respective policies and reimbursement guidelines, and the level of reimbursement is subject and specific to the role. These practices are outlined when a volunteer assumes a role.

All Club Committees must ensure that written records are kept of all teaching, coaching and other staff (such as sports science and medical support staff) involved in the Club whether they are acting on a voluntary basis or paid by the Clubs.

All Volunteer expenses must be claimed on the official Swim Ireland expense claim form which will be updated and circulated to volunteers from time to time. These claim forms must be signed and dated by the volunteer. Other relevant details, such as the place and date of the event attended, must also be detailed on the form in accordance with the Swim Ireland Expenses Policy.

### **Complaints procedure**

It is the right of a Volunteer to make a Complaint where standards of care, treatment and practice are perceived to fall short of what is acceptable and should be expected. Likewise, it is the right of Swim Ireland Clubs, Members, Regional and/or National Bodies to take Disciplinary Action against a Volunteer and others outlined in paragraph 1.2 of the Swim Ireland Complaints and Disciplinary Rules for misconduct that has been committed by a volunteer. All complaints must be dealt with in accordance with the relevant complaints and disciplinary procedures outlined in the Swim Ireland Rule Book. Any of the following non-exhaustive matters will be dealt with under these Rules and in accordance with the procedures unless otherwise indicated:

- (i) Offences
- (ii) Breaches of these Rules
- (iii) Breaches of the Swim Ireland Memorandum and Articles of Association
- (iv) Breaches of Swim Ireland Rule Book
- (v) Breaches of Swim Ireland Code of Conduct for Safeguarding Children Policies and Procedures\*, as amended from time to time; or
- (vi) Breaches of other Swim Ireland regulations in existence.

### **Communications**

Only designated Swim Ireland persons shall speak on behalf of Swim Ireland on any matter and in particular with regard to child welfare or protection matters, anti-doping and legal matters. Written permission must be sought by Affiliates who wish to present themselves as affiliated with Swim Ireland on websites and social media platforms.

### **Data Protection**

Volunteers as well as Clubs, Regions and Members must be aware of how they collect, store and use the personal information of other members and must comply with the requirements of General Data Protection Regulations (GDPR) and Swim Ireland including the Retention Policy principles. Swim Ireland Data Protection GDPR Privacy Notice can be viewed in the Policy Library on the Swim Ireland website ([swimireland.ie](http://swimireland.ie))

### **Media and Photography**

Swim Ireland is committed to respecting the privacy of all volunteers, members, and clubs. The Swim Ireland Data Protection Privacy Notice, available on the Swim Ireland website ([swimireland.ie](http://swimireland.ie)) explains how the organisation may use the personal information collected before, during and after membership and/or any relationship with the organisation as a Volunteer.

This Privacy Notice explains how Swim Ireland complies with the law on data protection, what your rights are and, for the purposes of data protection, that Swim Ireland will be the controller of any of your personal information.

Social Media and Photography are valuable tools to record volunteering activities. Please refer to the Swim Ireland 'Media and Photography' section and 'Privacy Notice' outlined in the Swim Ireland Rule Book. This is a set of guidelines to clarify expectations if using social media whilst remaining respectful to the organisation, staff, other volunteers, and clients. There are also rules regarding taking and using images of young people in the Swim Ireland Safeguarding Policies, these can be found in the Filming and Photography Policy and the Social Media Policy and are available on the Swim Ireland website.

*Swim Ireland Volunteer Policy Document – Approved by the Board of Swim Ireland on 16 June 2020*

This Policy will be reviewed in line with review period for all Swim Ireland Policy and Procedure documents which is three years from date of approval.