

# NORFOLK CRICKET BOARD

## VOLUNTEER POLICY

### Introduction

The Norfolk Cricket Board (NCB) exists to inspire, lead and influence the growth, quality and accessibility of cricket in Norfolk. To achieve this, it relies not only on its paid workforce but also on a range of volunteers fulfilling a number of different roles.

This policy sets out our approach and commitment to our volunteers and their respective expectations and responsibilities.

### Why the NCB values volunteers

Volunteers are an essential part of our workforce. They bring skills, ideas, enthusiasm and commitment that are essential to ensuring the successful delivery of all our activities. We aim to treat volunteers in the same way as we deal with our paid workforce. And we are pleased to offer those who enjoy the game of cricket opportunities to be involved in helping to run and administer it in Norfolk.

### Recruitment and selection

We will

- Produce role descriptions for all our volunteer opportunities
- Advertise them on our website, and elsewhere if appropriate
- Require application forms where appropriate
- Discuss with prospective volunteers how their skills and interests are best served by the volunteering opportunity
- Take up references where the prospective volunteer is unknown to us
- Explain to unsuccessful applicants why they have not been taken on
- Be entirely equitable at all stages of the recruitment and selection process
- Carry out CRB checks where required for the role.

## Induction and training

We will

- Ensure volunteers are properly welcomed into the NCB
- Have a structured induction that is appropriate and relevant to their role
- Offer training where this helps the volunteer to fulfil their role effectively and as funds permit
- Ask all volunteers to sign a Volunteer Agreement that requires them to abide by our rules and principles, including the requirement of confidentiality.

## Support and supervision

- Every volunteer will have a named person as their main contact who will be responsible for supporting them in their role
- Volunteers will have the opportunity to meet with others within the NCB structure to discuss their role
- Volunteers are encouraged to make suggestions that will improve the delivery of our activities
- Volunteers are also encouraged to raise any concerns they have about our activities.

## Insurance

- All volunteers are covered by our insurances whilst they are carrying out their role. However, in the rare situation of a coach carrying out a volunteering role we expect them to belong to the ECB Coaches Association thereby benefitting from their cover.

## Expenses

- We offer to reimburse volunteers any reasonable travelling expenses they have incurred in the course of carrying out their role. Reimbursement of other out of pocket expenses will be considered if agreed in advance and where funding permits.

## Equal Opportunities

- We promote a policy of equity in cricket to ensure that people are treated fairly regardless of colour, race, religion, age, ethnic or national origins, disability, sex, sexual orientation or marital status. This policy applies equally to staff and volunteers, and all staff and volunteers must take personal responsibility for its implementation.

## Health and Safety

- We take all reasonably practicable measures to ensure the health and safety of all staff and volunteers involved in our activities
- Our health and safety policy applies to our volunteers as well as our staff, and compliance with it is compulsory. A copy of the policy can be found in the Governance section of our website.

## Complaints

- We aim to resolve problems at the earliest possible stage. In the event of a volunteer having a complaint about us or if we receive a complaint about a volunteer a senior NCB representative will meet with the volunteer at the earliest opportunity.

## Termination

- We reserve the right to terminate the volunteer relationship. This will be done in writing and where possible, and unless circumstances require otherwise, we will try to give at least two weeks' notice
- Volunteers wishing to withdraw from their role will be asked to give us as much notice as possible, preferably at least two weeks' notice but recognising the volunteer's right to withdraw at any time.
- Exit interviews upon leaving will be offered to volunteers.

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