

THE AMATEUR SWIMMING ASSOCIATION VOLUNTEER POLICY

January 2008

Introduction

For swimming to succeed in achieving its vision and objectives it relies profoundly on the skills, knowledge and commitment of its volunteer workforce. Volunteers are vital in supporting participants, clubs, club members, and coaches as well as aspiring young athletes. Without such dedicated and enthusiastic people growth and success will not be possible.

The aim of this policy is to set out standards about how the Amateur Swimming Association (ASA) works with volunteers that are directly involved with the organisation at a national and regional level. It is also the aspiration of this policy to encourage good practice for the support and supervision of volunteers who work within the wider swimming community and the ASA's affiliated clubs. The intention is that it will provide clarity and consistency for volunteers working with central and regional departments within the ASA and establish a basis for the involvement of volunteers across the sport. It will also help to ensure that ASA staff understand the role of our volunteers and the importance they have within our organisation.

All ASA staff that work with volunteers within their roles and all ASA volunteers that work with ASA national and regional departments need to read and adhere to this policy.

Mission

The ASA's Mission is:

- To ensure everyone has the opportunity to learn to swim
- To ensure everyone has the opportunity to enjoy swimming or water based fitness activities for health and fun throughout their lifetime.
- To ensure everyone achieves their different personal goals throughout their lifetime
- To ensure we achieve gold medal success on the world stage



1. Volunteer Opportunities

Volunteering roles can be advertised on the British Swimming website as well as relevant regional websites. Information will also be available from the relevant department or region. Guidance about each role will be available for all roles that are advertised through the websites. Example role descriptions are also available for volunteers to download from www.britishswimming.org. The National Volunteer Coordinator or an appropriate alternative will be available to talk to prospective volunteers who are new to the Amateur Swimming Association to discuss what they would like to do, and how their skills and motivations can be best matched to the organisations'. For further information please see the ASA Volunteer Positions Nomination Policy in the ASA Policy Manual on www.britishswimming.org.

2. Introduction and training

All volunteers working with national and regional colleagues within the ASA will be able to access the ASA Volunteer Policy and Volunteers Charter online or from their ASA named contact person. Other Volunteers working in the wider swimming community will also be able to access the documents online. The ASA named contact person working with the volunteer will be responsible for welcoming new volunteers and helping to coordinate any training needs that are identified and agreed by the volunteer and ASA named contact person as necessary for the volunteer role.

3. Supervision and support

Volunteers will be offered the opportunity to talk with their ASA named contact person to discuss any questions, concerns and future aspirations. Volunteers will also have a named contact person who will be responsible for supporting him or her during their volunteering role. The ASA Volunteer Manager will offer the opportunity for all volunteers to raise any questions or concerns nationally that will be responded to as soon as reasonably practical.

4. Equal opportunities and diversity

Equal opportunity is about celebrating difference and diversity and as such providing a swimming structure that can respond to this in a positive and proactive manner. The ASA Equal Opportunities policy applies equally to paid staff and volunteers. For further details www.britishswimming.org.

5. Relationship with paid staff

Volunteers should have the opportunity to become involved within the process of decision making at the levels within the sport that they operate. As with all working relationships, those between ASA employees and its volunteers should be conducted on a basis of equality, trust and respect.

6. Health and safety

The ASA understands its responsibility to both its volunteers and employees and under Common Law recognises a duty of care in respect of health, safety and welfare for it's affiliated members and volunteers. For further information see the ASA Health, Safety and Environmental Policy in the ASA Policy Manual on www.britishswimming.org or speak to your named contact person.



7. Expenses

The ASA cannot set an amount for reimbursing expenses within the Regional Offices. The payment of expenses is the responsibility of the person responsible for the finances of the activity. Agreement for reimbursement of expenses should be agreed with the person responsible.

8. Insurance

All volunteers must be members of an ASA affiliated club or the Institute of Swimming (IoS) to benefit from insurance cover. For clubs and its members, volunteers are insured whilst participating in activity recognised and/or authorised by the Association. Volunteers will be covered for civil and employers' liability insurance. Personal accident insurance covers volunteers up to 70 years old, is limited for those aged between 70 and 75 and is not available to those aged over 75 years old. Insurance will last for 12 months from the date of affiliation. For further information visit www.britishswimming.org.

9. Confidentiality

Volunteers are bound by the same requirements as paid staff to respect the principles of confidentiality. The only exception to breaking this confidentiality is to report concerns relating to child and adult protection. Information will be treated as confidential on the grounds that they contain information relating to

- An employee, former employee or potential employee, or
- A particular applicant or recipient of any services provided by the Association, or
- The financial business affairs of any particular person, or
- The amount of expenditure proposed to be incurred by the Association under a contract, or
- Any person subject to Code of Ethics, Child Protection or Doping Control Protocols and/or
- Any other information, the publication of which might be prejudicial to the interests of the Association

10. Resolving problems and complaints

All volunteers will be expected to adhere to the ASA Volunteer Charter and fulfil the agreed Role Description where appropriate.

The ASA will try to solve any problems as soon as reasonably practical. ASA Judicial rules provide that any ASA member may file a complaint against another ASA member. A complaint can be for a breach of ASA Law, ASA rules, a breach of the Code of Ethics or any issue that appears to have created an "unjust" situation.

If the above system is not adhered to properly there are other avenues for filing a grievance and if the grievance is against a member of staff the referral is made through the ASA personnel department to deal with under established procedure.



THE ASA VOLUNTEER CHARTER

This charter sets out what volunteers working at national and regional level can expect from the ASA, and what in return, the ASA expects from our volunteers. This charter aims to provide guidance and good practice for the ASA and our volunteers to ensure that quality volunteer opportunities are available and supported. This charter is not legally binding and does not seek to form a contract with volunteers.

As a volunteer with the ASA you can expect to:

- Have an ASA named contact person who will support you and respond to questions and queries you may have
- Receive guidance about what a role entails
- Be recognised and valued for the contribution you make
- Be consulted and made aware of changes that impact upon you
- Be kept up to date with news and good practice
- Receive clear guidance about what is expected from you
- Once registered as a club member or member of the IoS you will be covered by civil and employers' liability insurance, personal accident insurance and legal expenses insurance.
- Have any problems or complaints resolved as quickly as possible
- Be treated with respect and courtesy
- Be supported to access training opportunities that are required in order to fulfil your role
- Abide by the policy on confidentiality and respect all confidential information

In return we ask that you

- Be an affiliated member of an ASA club or a member of the IoS
- Be committed to the aims and objectives of the ASA and/or your ASA Region
- Observe the policies and procedures of the ASA, especially those relating to Health and Safety, Equality and Child Protection
- Treat other volunteers, staff and members of the public with respect and courtesy
- Show diligence and duty of care at all times
- Abide by the policy on confidentiality and respect all confidential information relating to the ASA and its members
- Agree to an outlined role and commitment and keep named contact person aware if your circumstance changes that will impact upon the role you are fulfilling
- Avoid any word or deed that will bring the ASA and its members into disrepute

