

Hereford FC

Volunteer Arrangement

Volunteers are a vitally important part of Hereford FC. We hope that you enjoy volunteering with us and that we enable you to feel you are a valued team member.

This arrangement tells you what you can expect from us, and what we hope you will give to Hereford FC . We aim to be flexible, so please let us know if you would like us to consider any changes.

Please note this arrangement is only “binding in honour” it is not intended to be a legally binding contract of employment.

Volunteers **will not** take the place of paid employees or professionals at Hereford FC.

We, Hereford FC, will do our best to:

- 1 Introduce you to how the organisation works and your role in it.
- 2 Provide any training you need.
- 3 Arrange meetings with your team leader so that you can tell us if you are happy with all aspects of your volunteering and get feedback from us.
- 4 Respect your skills and individual wishes and to do our best to meet them.
- 5 Consult with you and keep you informed of possible changes.
- 6 Insure you against injury you may suffer or cause due to negligence.
- 7 Provide a safe workplace.
- 8 Apply our Equal Opportunities Policy.
- 9 Apply our Complaints Procedure if there is any problem.
- 10 Give you current information regarding volunteering at Hereford FC through regular meetings.

The volunteers will do their best:

- 1 To volunteer reliably to the best of their ability, and to give as much warning as possible whenever they cannot volunteer when expected or if unable to continue volunteering.
- 2 To follow the policies and guidelines, including health and safety, equal opportunities and confidentiality. All policies are in the Volunteer Handbook
- 3 To inform the relevant team leader, if they have any difficulty with their volunteering.

Definitions

A volunteer at Hereford FC is someone who has registered with our organisation and gives their time freely and without payment.

Procedure

If you feel that this policy is being breached you should report your concerns in line with the grievance procedure.

Appropriate action may be taken against anyone found to be in breach of this policy.