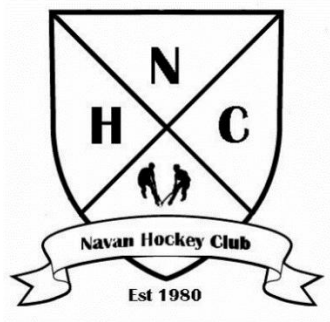




## Navan Hockey Club Volunteer Policy

**Navan Hockey Club** is dependent on volunteers and as a volunteer-led sport, places great importance on their input in all aspects of the organisation. This Volunteer policy demonstrates how we value our volunteers. We want to assure the volunteers that we appreciate their contribution to our organisation. We are dedicated to ensuring that Volunteers have a quality volunteer experience which is both productive and rewarding.

Volunteers can expect to:

- Be thanked and to have their voluntary contribution recognised
- Receive supervision and support
- Get something out of the work for themselves
- Know who to go to if there is a problem
- Be informed whether they are reimbursed for out-of-pocket expenses incurred when volunteering
- Make mistakes and learn from them
- Be made aware of complaint and grievance procedures
- Be made aware of how issues or difficulties will be dealt with
- Be treated fairly and not to experience discrimination
- To work in as safe an environment as possible
- Be informed about, and given the opportunity to play an active part in the organisation as a whole
- Be able to say 'no' and to leave without feeling guilty

Volunteers are asked to:

- Respect the values and aims of the organisation
- Accept and abide by the Rules, Bye-laws, policies and procedures of Hockey Ireland
- Be committed, aim for high standards and giving your best of your skills and abilities
- Be reliable and give the organisation sufficient warning if unable to turn up
- Be punctual
- Attend essential training and support sessions
- Undertake the work to a high standard In relation to your sport: Be fair, impartial and honest and apply the Rules of the Game
- 

**Navan Hockey Club** is expected to:

- Ensure the volunteering experience is a rewarding one
- Respect all volunteers and listen to what they have to say
- Ensure equal access and not to discriminate
- Define clear, meaningful roles for volunteers
- Have policies and procedures for volunteers
- Provide all necessary information to volunteers
- Be available for volunteers
- Provide training where necessary

- Thank and value volunteers
- Inform volunteers of any legal liabilities
- Supervise and to provide support
- Provide a safe working environment
- Have procedures in place for dealing with complaints and grievances
- Have procedures in place for dealing with issues or difficulties that may arise

**Navan Hockey Club** is asking the volunteers:

- When required by law or regulation, to be a part of a screening process which includes Garda Vetting
- For certain qualities and skills in volunteers
- To understand and buy into the organisation ethos
- To sign a volunteer agreement or 'contract'
- For tasks to be done in a particular way, to a certain standard and within certain timeframes
- To see through their time commitment
- For reliability
- For punctuality
- To leave if their involvement hinders the organisation achieving its goals

## **Social Media**

**Navan Hockey Club** has a social media policy that states:

Hockey Ireland recognises and encourages the use of personal accounts on social media to keep in touch with friends and to communicate with the outside world.

In using social media in relation to activity within Hockey Ireland you are expected to

- Ensure that the information you share is not in conflict with policies or our ethos or could bring the organisation and the sport of hockey into disrepute
- Use common sense when posting anything online
- Only post things you are happy to repeat and remember what you say online can sometimes never be withdrawn or erased and can never be deemed 'private'
- Respect people and respect confidentially, data protection and personal privacy

## **Safeguarding**

Sport Ireland and Sport NI published Safeguarding Guidance for Children & Young People in Sport in 2019. This major joint publication recognised the commitment of both Councils to ensure that young people are safeguarded in their participation in sport in the island of Ireland. The Code has been adopted and implemented by Hockey Ireland in its Code of Ethics.