

**ENGAGEMENT OF VOLUNTEERS POLICY**

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Applicable to	<b>UK Athletics (UKA)</b>
Approved by	<b>UKA Board</b>
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**Document History**

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<b>Consultation process</b>	<ul style="list-style-type: none"> <li>• Major Events Department.</li> <li>• Performance Department.</li> <li>• UKA HR Remuneration Committee.</li> </ul>

<b>Revision Number</b>	<b>Date</b>	<b>Amendments</b>	<b>Name</b>	<b>Approved by</b>
1	21/8/18	<ul style="list-style-type: none"> <li>• Front document control sheet added.</li> <li>• Content page added.</li> <li>• Minor amendment to sector 4 Reimbursement of expenses.</li> <li>• Equality Impact Assessment added.</li> </ul>	R Knibbs	UKA Board

**Background**

UK Athletics (UKA) utilise volunteers to support the delivery of our events. This policy provides information for clarification and to enable a consistent approach when engaging volunteers on behalf of UK Athletics.

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## 1 Purpose

UKA has a clear vision for our sport – to drive up performance and raise standards in every event, every region and every age group. This vision is fuelled by a dedicated team of full time staff and part time volunteers who all share the same passion and ambition for athletics, and are therefore instrumental in ensuring that athletics remains the most popular Olympic and Paralympic sport. Volunteers are the lifeblood of athletics and without their contribution the sport could not flourish and events could not take place. UK Athletics welcomes volunteers from all areas of the community, and will provide every opportunity to support volunteers with disabilities or any other needs that require adjustments.

From time to time, for mutual benefit, the organisation will engage individual volunteers in a range of different roles from Technical Officials and Licensed Coaches to Ceremonies Assistants and Kit Runners. The organisation recognises that by offering volunteering opportunities this forges links with the local clubs and community. The volunteer, in return, will be provided with enjoyable opportunities to develop and use their skills/expertise in a new environment. We may sometimes engage graduate volunteers to work in select departments. Traditionally, these volunteers are known as “interns” – this policy makes clear that interns are to be regarded and treated as volunteers as the terms of this policy and throughout their experience with UK Athletics.

The purpose of this policy is also to provide volunteers with support and a positive experience with a consistent approach across the organisation.

There are no defined roles for volunteers in the organisation. Neither are there any defined timescales for engaging a volunteer – these may range from assisting with short-term discrete tasks assisting at events to playing a part in ongoing project work.

## 2 Status of Volunteers

A volunteer will not be an employee of the organisation, nor will they be classed as a “worker”. He or she will not be engaged on a contract of employment nor on any type of contract for services. The engagement will be binding in honour only, there being no legal agreement between the organisation and the volunteer.

Volunteers are unpaid. The volunteer will not receive any reward that could be considered a benefit in kind throughout their volunteering (such as a gift of kit, tickets to events, equipment or memorabilia.) Nor should any such reward or a paid role be promised after the conclusion of the agreement.

The organisation is under no obligation to offer or to continue to offer any volunteering opportunity to any person, irrespective of their carrying out volunteering work currently or in the past. Similarly, the volunteer is under no obligation to accept any opportunity offered, and may withdraw from the agreement at any time.

Before accepting the role of volunteer, the individual concerned will agree with the organisation that they can fulfil the volunteer role expectations. The organisation may withdraw the offer at any time, including after the volunteer has started their engagement. The volunteer may also withdraw from the agreement at any time. Both parties are encouraged to give the other as much notice as possible, should the agreement be brought to an end.

By entering into a volunteer agreement no restriction whatsoever is placed on the individual to carry out volunteer work for any other organisation or to take paid work with them, either under a contract of service or contract for services. The volunteer should be aware of how volunteering may affect their entitlement to benefits.

### 3 Engagement process

The organisation retains a list of roles which are suitable for volunteers. The matching of a potential volunteer to a suitable role will be done by the relevant department and manager who will supervise the volunteer. The supervising manager will also identify any relevant training needs (e.g. in health & safety).

At no time should a volunteer be engaged as a substitute for an employee or worker who would be engaged on a contract for services, irrespective of duration of the engagement.

Volunteers may be required to provide two references and undergo an enhanced Disclosure and Barring Services (DBS) check depending on the role to be carried out (It is compulsory for Technical Officials and Coaches to have a DBS check via UKA as part of their license).

Once the volunteering agreement is in force, the volunteer will receive an induction by the supervising manager. This will include an introduction to the organisation's relevant policies, procedures and rules (see below) as well as the expectations the organisation has of them in fulfilling their role. Essential training may be required in some roles, (e.g. in health and safety).

### 4 Reimbursement of expenses

The volunteer is unpaid and will not receive any benefits-in-kind. Travel expenses are not usually covered. However, if agreed beforehand s/he may be eligible for reimbursement of reasonable travel and subsistence expenses.

Where agreed, mileage expenses for travel to and from the place of volunteering or during volunteering will be reimbursed at the rate of 25 per mile. If the voluntary period of working is for a single trip (such as an event) then expenses will be reimbursed up to a maximum of 600 miles.

If the agreed travel reimbursement is part of an anticipated series of regular expenses (such as travelling to the company offices daily) then the reimbursement for expenses will be capped at a maximum of 40 miles each way (or £10 at 25p per mile). Standard class rail fare or weekly bus fare/passes can be claimed but a receipt/ticket must be attached to the claim form.

On some occasions, it may be more cost-effective to fly to venues. Volunteers should contact the manager before booking any flight to gain agreement.

Accommodation will not normally be provided for one day meetings/events, but any provision of accommodation will be at the discretion of the manager who will arrange the accommodation in line with the organisation's expenses policy. As a guide, the organisation will usually provide same sex twin rooms for volunteers and staff at these events.

Usually a packed lunch or luncheon voucher will be provided at events and instructions will be given to you in advance by the manager. The manager will be responsible for approving volunteer expenses on the day of the event/meeting. When agreed expense forms should be submitted with receipts on a UKA expense claim form available in section 12 of this policy.

## **5 Health & safety and other policies & rules**

The organisation's health and safety policy and procedures apply in all respects to volunteers. The organisation will be vicariously liable for the actions of the volunteer in carrying out his/her authorised role. The volunteer may also be jointly liable for his or her own wrongful acts. Volunteers are therefore under a duty to follow all the organisation's policies, procedures, rules and instructions in relation to health and safety.

Risk assessments will be completed with the volunteer by the manager the volunteer directly reports to as defined in the voluntary agreement.

If a volunteer has an accident whilst carrying out their duties, an accident form must be completed at the organisation's premises.

Volunteers must not act in any way that is outside their defined role or area of activity, including entering any part of the organisation's premises that is beyond the agreed scope of their role. Volunteers must also take reasonable care of themselves and other persons who might be affected by their actions, including customers/clients and members of the public.

All other organisational policies and rules apply to volunteers, where appropriate, whilst the volunteer is on the organisation's premises or carrying out their role. The applicable policies can be found on the organisation's website.

## **6 Insurance**

The organisation has public liability insurance that covers volunteers.

## **7 Management of volunteers**

All volunteers will have a manager to whom they should report and direct any questions or queries about fulfilling their role. The manager will review the individual's volunteer arrangements on a regular basis.

The manager will attempt to informally resolve problems arising from the volunteer's work. If this cannot be done the organisation's complaints procedure will be used. This requires the volunteer to complain in writing to his/her manager. If the matter cannot be resolved the volunteer may write to the relevant senior manager, whose decision is final.

If a complaint is made concerning the volunteer, their manager will write to him/her explaining the basis of the complaint, and ask the volunteer for an explanation. If the explanation is unsatisfactory the manager may recommend to the HR department that the volunteer agreement is brought to an end without notice.

## 8 Volunteers carrying out driving duties

Before any volunteer can drive either one of the organisation's vehicles (including pool car vehicles or company van) or carry out any driving duties for or on behalf of the organisation, the supervising manager must be satisfied that s/he has a valid driving licence. Any volunteer using an organisational vehicle must agree to abide by the terms of the UK Athletics Company Car policy.

Where the volunteer's own vehicle is being used this will include a relevant current motor insurance certificate (and, if relevant, a current MOT certificate).

Providing the above steps are carried out satisfactorily, should the volunteer have a motor accident whilst driving one of the organisation's vehicles, s/he will be covered by the organisation's own motor insurance policy.

Any motor accidents must be reported immediately to the volunteer's manager. The organisation will not pay any fines for any motoring offence committed by the volunteer, including parking fines incurred by them.

## 9 Confidentiality

Volunteers are expected to keep confidential and sensitive information they learn during the course of their duties with the organisation to themselves.

If volunteers do find something that could put others at risk, they should speak to their manager immediately.

## 10 Volunteering while claiming state benefits

A volunteer may be in receipt of state benefits including job seekers allowance. Volunteering can be an excellent way to gain experience and skills to help with future employability. UK Athletics understands that any volunteering arrangement must not interfere with a volunteer's ability to attend interviews and work if possible, and will always support the volunteer if their arrangement needs to be suspended or terminated.

## 11 Information for Volunteers

Once the volunteer's agreement has been signed by both parties s/he will be given an information pack containing:

1. A copy of their volunteer agreement. The agreement will specify:
  - The name of the manager to whom they should directly report.
  - Their specific role, including any restrictions on: their actions, the scope of their work and specify any premises/areas that should not be entered.
  - Expenses to be paid (if any).
  - Insurance arrangements.
  - The expected duration of the agreement.
  - Any training requirements.
  - Reference to non-disclosure of confidential information to which the volunteer may have access.

2. Any general information about the organisation and/or about the volunteer's work/area of work/event which it is considered helpful to provide. This may include guidance on uniform, what to bring with you, accreditation arrangements and directions to an event.
3. The document "Volunteering while receiving benefits" provided by the Department of Work and Pensions. The volunteer can access the organisation's relevant policies and procedures on our website [www.uka.org.uk](http://www.uka.org.uk). In particular the attention of the volunteer will be drawn to the organisation's Equality Policy and Health & Safety Policy.

## VOLUNTEER EXPENSES FORM

<b>Name:</b>
<b>Event Title:</b>
<b>Address:</b>
<b>Venue:</b>
<b>Date:</b>

### DETAILS OF TRAVEL

**CAR ALLOWANCE:**

MILEAGE FROM \_\_\_\_\_ TO \_\_\_\_\_

TOTAL MILES \_\_\_\_\_ (25p per mile) TOTAL CLAIM \_\_\_\_\_

**RAIL FARE:**

(STANDARD CLASS) RETURN FROM \_\_\_\_\_ TOTAL \_\_\_\_\_

**BUS FARE:** RETURN FROM \_\_\_\_\_ TOTAL \_\_\_\_\_

**CAR PARKING:**

**UPPER LIMIT £15 & RECEIPT REQUIRED** TOTAL \_\_\_\_\_

(If a receipt is not provided then this will not be paid.)

**GRAND TOTAL** \_\_\_\_\_

**I DECLARE THAT I HAVE INCURRED THE ABOVE EXPENSES:**

SIGNED \_\_\_\_\_ (VOLUNTEER)

SIGNED \_\_\_\_\_ (UK ATHLETICS)

**For office use only:**

Date:

Cheque Number:

**Section A**

<b>Date of screening</b>	21 <sup>st</sup> August 2018
<b>Name of person and job title of the person screening</b>	Ralph Knibbs – Head of HR & Welfare
<b>What is being screened?</b>	Engaging Volunteers Policy
	<b>Yes/No</b>
<b>Is this a policy or procedure document?</b>	Yes
<b>Is this a decision being taken to the Board?</b>	Yes
<b>Is this a document that provides guidance for employees?</b>	Yes

If the answer to any of these is yes, please go to Section B. If the answer is no, you do not require to complete an EQIA.

**Section B**

**Yes/No**

<b>Does the decision or policy impact disproportionately on gender and does the policy resolve this? (This can include pregnancy/maternity and marriage/civil partnerships?)</b>	No
<b>Does the decision or policy impact disproportionately on different age groups?</b>	The policy recognises the use of typically young people as “interns”.
<b>Does the decision or policy impact disproportionately on people from different ethnic groups?</b>	No
<b>Does the decision or policy impact disproportionately on disabled people?</b>	No
<b>Does the decision or policy impact disproportionately on people from different religions, faiths or beliefs?</b>	No
<b>Does the decision or policy impact disproportionately on people from different sexual orientations?</b>	No
<b>Does the decision or policy impact disproportionately on transgendered people?</b>	No
<b>Does this decision or policy potentially affect the health and safety of the employees or other parties?</b>	No
<b>Any other changes to the policy required?</b>	No