



Volunteer Induction

Sports Volunteer Induction

Welcome to volunteering

This induction pack will lead you through some of the key features of being a volunteer in sport.

Volunteering can take many forms in sport, for example

- ❑ County Committee or Local/Regional Sports Partnership
- ❑ Club Committee
- ❑ Coaching
- ❑ Officiating
- ❑ Team Managers
- ❑ Club Coordinators
- ❑ Club Helpers

All these volunteering posts are crucial to sport and to the support of sports performers across the UK.

We are committed, therefore, to support all our volunteers and to offer basic training to help you to fulfil your role.

We appreciate that some of you will already be experts in the field in which you are offering your services but we will hope that you can learn something about the context of sport.

Contents

- 1. The Volunteer**
- 2. Clubs**
- 3. Performers**
- 4. Child Protection**
- 5. Welfare**
- 6. Equity**
- 7. Induction Process**
- 8. Conclusion**
- 9. Appendix 1**

Volunteering

Volunteering is a crucial role in the English sports structure. Over 99% of work undertaken in sport is by volunteers.

Every club, county or region will always complain that there are not enough volunteers to support the sport and the performers.

There is something for everyone. The roles are many and varied from fund raising to coaching elite performers and everything in between

Sport values every single person who gives their time freely for the benefit of the sport and the performers.

We hope that you gain many rewards and satisfaction for your contribution to the sport.

Clubs

There are many thousand sports clubs in the UK

The clubs are the heartbeat of sport, recruiting performers into the system, providing coaching and competition and being the start of the coaching pathway leading towards the elite, international performers and Olympic medal winners.

Volunteers run the clubs and all have a role to play in the athletes' development. Without the fundraisers there would be no money for competition, without team managers there would be nobody to run the club teams and without coaches there would be nobody to guide the competitors to maximise his/her potential and without officials there would be nobody to manage the competitions.

Many volunteers within clubs do not have official titles but are there to help in any capacity when asked.

Performers

Performers and participation is what the sport is all about. Without athletes there would be no athletics.

Volunteers are crucial in supporting the athlete and the athlete depends heavily this support. Imagine the chaos that would ensue if there were no officials or referees at a sports competition, no team managers and selectors and no coaches.

Many volunteers, for example coaches and officials, spend hours obtaining qualifications to help athletes perform better.

Child Protection

The majority of sporting groups in the United Kingdom cater for children and like all other organisations in the country they must have policies and procedures in place to reduce the risk of harm to children. Most sports clubs in the UK have been asked to appoint a welfare/child protection officer who can ensure that the policy and procedures are being adhered to and to act as the central club officer to receive and act upon reports should abuse be suspected reports.

It is not the responsibility of anybody within the club (or elsewhere) to decide whether abuse has occurred but it is the responsibility of everybody in the club (or elsewhere) to report any suspicion. It is the responsibility of the statutory services (Police, Social Services) to investigate and determine whether abuse has occurred.

However no action is not an option.

Categories of Child Abuse

Many people will readily tell you that the categories for child abuse are physical and sexual abuse. However this is only part of the answer

The acknowledged categories are

- Physical
- Emotional
- Neglect
- Sexual

And to these we can add bullying.

All clubs have a copy of your sports Welfare or Child Protection Policy. Please take the opportunity to look at this document so that you know what to do if you notice anything you are not happy with.

'KEEPING KIDS SAFE'

Childline 0800 1111
NSPCC 0800 800 5000

A YOUNG PERSON'S GUIDE TO CHILD PROTECTION

**You have rights – Sport should be fun. You should feel safe and enjoy your sport.
You can't do this if you feel unhappy – if someone is bullying or abusing you.**

When do you know if something is wrong?

Something is wrong if someone:

<ul style="list-style-type: none"> □ Constantly teases you, shouts at you or calls you names □ Threatens, hits, kicks or punches you □ Touches you, or does anything in a way that makes you feel uncomfortable 	<ul style="list-style-type: none"> □ Makes suggestive remarks or tries to pressurize you into sexual activity □ Damages or steals your belongings □ Does anything that makes you feel lonely, worried, unsafe, hurt or embarrassed
--	---

If any of the above happens to you, do not wait for it to happen again, act immediately

If you are being bullied or abused it is not your fault. If this is happening try to:

<ul style="list-style-type: none"> □ Be firm and tell the person to stop – make a lot of noise to attract attention □ Get away from the situation quickly, go to a public place to find help or call the police (999) □ Tell you parents / carers or an adult you can trust what has happened as soon as possible, so they can help you 	<ul style="list-style-type: none"> □ Keep a record of the date, time and place, what happened, how you felt and the name of anyone who may have seen what happened □ Use the 24 hr free telephone helplines <p style="text-align: center;"><u>Childline 0800 1111</u> <u>NSPCC 0800 800 5000</u></p> <p>Keep trying if you can't get through straight away</p>
--	---

Don't ignore what is happening – always tell someone you trust. Police stations & social services offices will have staff who are specially trained to support young people who have been bullied or abused. Don't give up until someone helps you and you feel safe

Keeping Safe

To keep safe always:

<ul style="list-style-type: none"> □ Tell someone you can trust so they can help you □ Trust your instincts about the people you meet □ Avoid being alone or with just one other person 	<ul style="list-style-type: none"> □ Travel with a friend, avoid traveling in someone else's car by yourself □ Avoid going to other people's homes by yourself □ Carry a mobile phone, a phonecard or some spare change
--	--

The above are typical help cards for children and young people. However, don't forget that the club welfare officer has a role to play and should be contacted.

Welfare

BSUK believes that *'everybody involved in the sport should thrive, fare well and enjoy safety, security and protection from abuse, maltreatment or misconduct. Every individual involved in sporting events and programmes is responsible for this belief'*.

This statement clearly states that everybody, regardless of age, sex, ethnicity or disability enjoy the same rights and responsibilities.

Thus sport acknowledges everybody's rights and duties within the sport.

This relates to you as a volunteer just as much as it relates to athletes. You have a right not to be abused or badly treated just as you have a duty not to abuse or ill treat anybody else.

If you feel that you are being abused or unfairly treated then please contact the welfare officer in your club or Home Country Governing Body lead welfare officer.

Equity

Sports in the UK are committed to ensuring that all people, irrespective of age, gender, disability, race, ethnic origin, creed, colour, sexual orientation or social background have a genuine and equal opportunity to participate in sport at all levels and in all roles.

For this reason UK Sport and the Government instituted the Equality Standard a Framework for Sport to encourage all sports to be genuinely a sport for all.

If you feel that there is any breach of this principle then please report it to the welfare officer.

Induction Process

As a new volunteer in sport, it is recommended that you receive a proper induction. The following process has been identified as a desirable process for new (and existing) volunteers.

1. Undergo CRB/Disclosure Scotland/Police Check depending on your Home Country if required
2. Choice of attending a Sports Coach UK 'Good Practice in Child Protection' course or similar child protection awareness for sports people courses
3. Read a copy of the sports Child Protection or Welfare Policy by borrowing your club's copy or downloading a copy from the BSUK Website
4. Be aware of any codes of conduct that relate to your position

(Step 2 is recommended for all coaches and team managers working with young athletes. Officials and all other volunteers will also benefit from attending and will be actively welcomed to attend.)

Conclusion

Thank you for offering your services as a volunteer in sport. The sport values your support and contribution regardless of the number of hours you can commit. There is a wide range of courses that might help you during your work within the sporting community. These courses can vary from coaching, officiating to fundraising and safeguarding children and they could be sports specific to generic courses.

If you want to attend any courses please make arrangements through your club or BSUK.

Appendix 1

Typical Volunteer Training Matrix

Position	Volunteer Management	Funding & Promoting your club	Sports Development Planning	Developing Partnerships and Junior Clubs	First Aid	Safeguarding and Protecting Children	How to coach disabled people in sport	How to coach sports safely	A Club for all	How to Coach children in sport	Time to Listen
Chairman	X	X	X	X		X			X		
CWO						X					X
Fundraiser		X									
Head Coach			X	X	X	X	X	X	X	X	
Coach					X	X	X	X		X	
Media Officer		X							X		
Secretary		X				X					
Treasurer		X	X								
Volunteer Coordinator	X	X	X			X			X		
Website Coordinator		X									
Youth Development Officer					X	X					