



## LUNDIN BOWLING CLUB

Leven Road, Lundin Links, Fife

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# Volunteer Agreement Form

NAME OF VOLUNTEER =

- 1 Volunteer Agreements are not intended to be legally binding documents and should simply be used as guidelines for both parties.
- 2 **Payment of Expenses**

Lundin Bowling Club will consider paying their volunteers expenses to cover any costs they have incurred, which are directly related to their volunteering, i.e. travel to and from the place of volunteering, meals taken while volunteering, postage/phone calls etc, childcare costs incurred while volunteering, and any specialist clothing/equipment required while volunteering. This might also include covering the cost of training courses and related travel/accommodation expenses.
- 3 **Preamble**
  - 3.1 Volunteers are an important and valued part of Lundin Bowling Club. We hope that you enjoy volunteering with us and feel a full part of our team.
  - 3.2 This agreement tells you what you can expect from us and what we can expect from you. We aim to be flexible, so please let us know if you would like to make any changes, and we will do our best to accommodate them.
  - 3.3 Lundin Bowling Club will do its best to:
    - Introduce you to how the club works and your role in it
    - Meet the costs of/provide funding towards any relevant training needs where possible
    - Respect your skills, dignity and individual wishes and do our best to meet them
    - Consult with you and keep you informed of possible changes that will affect you
    - Insure you against any injury you suffer or cause due to negligence while you are volunteering for us
    - Provide a safe workplace
    - Apply our equal opportunities/equity policy
    - Apply our complaints/grievance procedure where appropriate
  - 4.0 All coaches/team managers/officials and other volunteers working with Lundin Bowling Club are encouraged to work to high standards and adopt recognised best practice where possible. In addition to their own standards of practice, all club

coaches/team managers/officials should be aware of and adopt Lundin Bowling Club's own:

- Codes of practice for coaches/team managers/officials.
- Child protection policy and procedures.
- Equity and safety policy statement and guidelines.

5 The Club will ensure that its club coaches/team/managers/officials and other volunteers have a copy of each policy and guidance note that is relevant to their work. The club will listen to and respond to matters that its officials bring to its attention in relation to their work and will support, where possible, their training needs.

6 Volunteers must work under the direction of the Club's Coaches.

7 If required by the Club Volunteers will obtain PVG Scheme membership.

I, \_\_\_\_\_, am familiar with Lundin Bowling Club's standards of practice named above and will adopt these in my work. I accept the responsibilities outlined in the attached task description.

**Signed:**

**Date:**

**Name:**

*N.B. Before a volunteer signs and returns the agreement you should provide him/her with copies of all/some of the following:*

Health and Safety guidelines.

Codes of conduct.

Equity policy statement.

Child protection policy and procedures.