



Volunteer Handbook for Clubs



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Content

Introduction	Page	3
Volunteer Policy Process	Page	4
Volunteer Policy	Pages	5-17
Code of Conduct	Pages	14-15
How to Recruit Volunteers	Pages	19-20
How to Retain Volunteers	Pages	21
How to Reward Volunteers	Pages	22
Role Descriptions	Page	23
Club Designated Liaison Person for Safeguarding (CDLP)	Page	24-25
Support Helper	Page	26-27
Head Coach	Pages	28-29
Assistant Coach	Pages	30-31
Chair Person	Page	32-33
Treasurer	Page	34-35
Secretary	Page	36-37
Volunteer Induction Checklist	Pages	38-40
Volunteer Emergency Details	Page	41

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Introduction:

This handbook is to provide you with pertinent information in relation to becoming a volunteer. The Northern Ireland Judo Federation value their volunteers and want to provide a safe and enjoyable experience for both new and existing volunteers.

Our main aim for recruiting volunteers is; To support the NI Judo Federation by providing safe and enthusiastic trained volunteers for NI judo clubs and to support specific programmes and events which will enable and encourage local communities to take part in judo.

To achieve this the NI Judo Federation will focus on the following areas;

- ♦ Volunteer Infrastructure
- ♦ Communication & Engagement
- ♦ Training & Volunteering
- ♦ Monitoring & Evaluation

The key emphasis on volunteers will be concentrating on the following five stages;

- ♦ Selection
- ♦ Recruitment
- ♦ Training
- ♦ Retention
- ♦ Monitoring

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Volunteer Policy Process for the Northern Ireland Judo Federation

Prior to induction volunteers are;

- ♦ Pre-selected or register interest for a volunteering opportunity to the Northern Ireland Judo Federation,
- ♦ Informed of all the volunteer role opportunities
- ♦ Informed and given a Northern Ireland Judo Federation Volunteer policy
- ♦ Volunteer registration form completed by the volunteer
- ♦ Volunteer registration form returned to Club Workforce Officer at Northern Ireland Judo Federation to be approved by NI Judo Federation Board

Once approval is given to volunteers they will meet with their Club representative to go through a volunteer induction. They will find out more information regarding NI Judo Federation, their roles and responsibilities, policy information and they will gain further information on how they will be supported as a NI Judo Federation volunteer.

Volunteer induction will include;

- ♦ Welcome
- ♦ Code of Conduct
- ♦ Role of Volunteers
- ♦ Training Needs Analysis – (to incorporate planning of training support) Generic training, other training workshops
- ♦ Volunteer plan of sessions/support timetabled by club representative

After induction what the volunteer should expect;

- ♦ Ongoing support from the Club representative and/or Volunteer lead
- ♦ Contact at activity sessions and
- ♦ Monthly Meeting – in person
- ♦ Weekly Chat – e-mail/telephone call
- ♦ Linkage into Northern Ireland Judo Federation Volunteer Network or volunteering events

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Volunteer Policy

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Northern Ireland Judo Federation Volunteer Policy

March 2018

1. Policy Statement

NI Judo Federation's vision is;

'to have an inclusive organisation where everyone is given the opportunity to participate, progress and perform'

This includes the role of the volunteers.

NI Judo Federation's five key principles are Integrity, Respect, Communication, Leadership and Teamwork these will apply to all members and volunteers. NI Judo Federation recognises the role and contribution of volunteers across Northern Ireland throughout clubs, events and competitions.

NI Judo Federation will provide an environment where volunteers will gain experience and skills or use their existing skills and abilities for specified roles. Volunteers will be aware of all role opportunities within the organisation and have tasks clearly defined. Volunteers should be made to feel welcome and appreciated. NI Judo Federation will strive to offer a friendly and enjoyable environment in which to volunteer. They will set and maintain good practice standards in working with volunteers.

2. Recruitment and Selection

Volunteers are not employees. They will not receive payments for what they do nor will they receive certain benefits such as holiday or sick pay. NI Judo Federation has a duty to protect the health and safety of their volunteers. Each volunteer will complete a volunteer agreement for either a Casual Volunteer or Regular Volunteer.

2.1 Casual Volunteers

Casual volunteers are defined as volunteers who assist at events or sessions on an infrequent basis. Casual volunteers will be required to complete (Appendix 1) clearly stating which events or sessions they would like to volunteer at in relation to their skills/ experience.

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2.2 Regular Volunteers

Regular volunteers are volunteers who are defined as volunteers who offer their services to the NI Judo Federation on a regular basis.

Individuals applying to be a regular volunteer will be required to complete a Regular Volunteer Registration Form (Appendix 2) and will be invited to meet for an informal chat/ interview. Requests for regular volunteers will be advertised on the NI Judo Federation website and on various recruitment and selection websites.

Regular volunteers will be asked to provide references to assist with the selection process. In some situations where substantial access to children or vulnerable people is involved, police record checks (Access NI/DBS) may also be required.

Once appointed, all regular volunteers will go through an induction process. Regular volunteers will be provided equal access to support, supervision and training provided by NI Judo Federation, to enable them to develop their capabilities and personal competence. Their roles will be coordinated by the nominated judo coaches.

The Club Workforce Officer will make the NI Judo Federation volunteers aware of their policies and procedures and if they have any issues regarding their role who their contact person will be.

2.3 Applicable to all Volunteers

Volunteers will be properly briefed about their role to be undertaken, have an appointed club support worker or supervisor and be given all necessary information to enable them to perform their role with confidence. They will agree days and hours that suit both parties.

NI Judo Federation Volunteer Code of Conduct (Appendix 3) will be provided to each volunteer. This includes a statement of what the NI Judo Federation is offering, its expectations of volunteers, including the importance of maintaining confidentiality. NI Judo Federation will also maintain a confidential record-keeping system.

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The organisations Equal Opportunities statement will be adhered to at all times.

NI Judo Federation welcomes people of all ages as long as they are able to volunteer safely. For young people under the age of 16 who are still at school we will require parents or guardians to supervise them. Young people aged 16 or 17 do not need to be accompanied by an adult but we would require parental consent (Appendix 4) for this to happen.

3. Support and Assistance

NI Judo Federation will provide refreshments and subsistence as required to Volunteers. At the induction meeting regular volunteers will be given clear information on what expenses can be claimed and how to make a claim.

4. Practical Issues

All volunteers are fully protected by the NI Judo Federation Insurance Cover (Public Liability Insurance) to cover events and sessions.

All accidents and near misses should be reported to the Club Support member. This also applies to any near misses where the potential for harm is recognisable.

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Appendix 1 - Casual Volunteer Registration Form (Sample)

Personal Details

Forename/s: _____ _____	Surname: _____
Address: _____ _____	
_____	Postcode: _____
Date of Birth: _____	
Telephone (Home): _____ _____	Telephone (Mobile): _____

Emergency Details

Forename/s: _____ _____	Surname: _____
Address: _____ _____	
_____	Postcode: _____
Date of Birth: _____	
Telephone (Home): _____ _____	Telephone (Mobile): _____

In Confidence

Declaration of Criminal Convictions, Cautions and Bind – Over Orders

Have you ever been convicted at a court or cautioned by the police for any offence including any prosecutions pending, criminal convictions which are not regarded as spent under the Rehabilitation of Offenders Act 1974?

Yes ☐

No ☐

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If yes, please give details:

Declaration and Consent

I confirm that the information I have given is complete and accurate. I understand that (if applicable) I will be asked to complete an Access NI Disclosure Certificate Application / DBS and I consent to the Enhanced Disclosure check being made. I agree to inquiries relevant to this declaration.

I agree to abide by the NI Volunteer Policy and I understand that my personal information will be stored on the NI Judo Federation computer volunteer database and will only be used for mailing information related to Judo.

Signed: _____ Date: _____

Print Name: _____

Any surname previously known by: _____

Please return the completed form to; NI Judo Federation, e-mail; cwo@nijudo.com or post to; NI Judo Federation, House of Sport, Upper Malone Road, Belfast, BT9 5LA.

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Appendix 2 – Regular Volunteer Registration Form (Sample)

Personal Details

Forename/s: _____ _____	Surname: _____
Address: _____ _____	
_____	Postcode: _____
Date of Birth: _____	
Telephone (Home): _____	Telephone (Mobile): _____
E-Mail Address: _____	

Emergency Details

Forename/s: _____ _____	Surname: _____
Address: _____ _____	
_____	Postcode: _____
Date of Birth: _____	
Telephone (Home): _____	Telephone (Mobile): _____
Relationship to Volunteer: _____	

Availability

Please disclose your level of availability ie: the days and number of hours you could commit to.

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References

Please state the name of two references

Reference 1	Reference 2
Name: _____	Name: _____
Address: _____ _____	Address: _____ _____
Relationship to Volunteer _____	Relationship to Volunteer _____
Telephone: _____	Telephone: _____
E-Mail: _____	E-Mail: _____

Interests, Hobbies, Skills, Qualifications and Work Experience

In this section please provide details of your interests, hobbies, skills, qualifications and work experience

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Declaration of Criminal Convictions, Cautions and Bind – Over Orders

Have you ever been convicted at a court or cautioned by the police for any offence including any prosecutions pending, criminal convictions which are not regarded as spent under the Rehabilitation of Offenders Act 1974?

Yes ☐ No ☐

If yes, please give details:

Declaration and Consent

I confirm that the information I have given is complete and accurate. I understand that (if applicable) I will be asked to complete an Access NI Disclosure Certificate Application / DBS and I consent to the Enhanced Disclosure check being made. I agree to inquiries relevant to this declaration.

I agree to abide by the NI Volunteer Policy and I understand that my personal information will be stored on the NI Judo Federation computer volunteer database and will only be used for mailing information related to Judo.

Signed: _____ Date: _____

Print Name: _____

Any Surname previously known by: _____

Please return the completed form to; NI Judo Federation, e-mail; cwo@nijudo.com or post to; NI Judo Federation, House of Sport, Upper Malone Road, Belfast, BT9 5LA.

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Appendix 3

Volunteer Code of Conduct

Volunteers working with children or vulnerable adults have a responsibility to behave appropriately as outlined in the following 'Code of Conduct':

Volunteers Should:

- ♦ Treat everyone with dignity and respect
- ♦ Provide an example you want others to follow
- ♦ Plan activities so that they have more than one person being present, or at least in sight or hearing of others
- ♦ Respect a young person's or vulnerable adult's right to personal privacy
- ♦ Provide access for young people and vulnerable adults to feel comfortable enough to point out attitudes or behaviour they do not like and provide a caring atmosphere
- ♦ Use common sense when demonstrating skills eg: discuss and explain your actions with young people and vulnerable adults when physical contact is necessary
- ♦ Remember that someone else might misinterpret your actions no matter how well intentioned
- ♦ Recognise that caution is required especially in sensitive moments of listening such as when dealing with bullying, bereavement and abuse. The club Designated Liaison Person for Safeguarding should be contacted.

Volunteers Should never:

- ♦ Engage in rough, physical or sexually provocative games, including horseplay with children or vulnerable adults
- ♦ Allow or engage in appropriate touching of any form
- ♦ Allow children or vulnerable adults to use inappropriate language unchallenged
- ♦ Let allegations a child or vulnerable adult makes go unchallenged, unrecorded or not acted on

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- ♦ Do things of a personal nature that a child or vulnerable adult can do for his/her self
- ♦ Allow abusive youth peer activities (eg: ridiculing, bullying)
- ♦ Have inappropriate physical or verbal contact with others
- ♦ Allow yourself to be drawn in to inappropriate attention seeking behaviour such as tantrums or crushes but deal firmly and fairly with such behaviour at all times.
- ♦ Exaggerate or trivialise child abuse issues
- ♦ Show favouritism to any individual
- ♦ Make sexually suggestive remarks or gestures or tell jokes or stories of a 'smutty' nature, to children or vulnerable adults
- ♦ Rely on your good name to protect you it may not be enough!
- ♦ Believe that 'it may never happen to me' it can
- ♦ Get close to or have physical contact with a young person without clearly explaining what you are doing (eg: correcting the position of a foot) etc..

Volunteers have the right to:

- ♦ Access to information on all aspects of leading/managing activities for children and vulnerable adults, particularly in Safeguarding
- ♦ Support in reporting of suspected abuse
- ♦ Access to professional support services
- ♦ Fair and equitable treatment by NI Judo Federation
- ♦ Be protected from abuse by children / youth's other adult members and parents
- ♦ Not to be left vulnerable when working with children and vulnerable adults

Any misdemeanours and general misbehaviour will be dealt with immediately and reported verbally to the designated person. Persistent breach of the code will result in dismissal from NI Judo Federation. Dismissals can be appealed by the volunteer with the final decision taken by NI Judo Federation Board.

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Emergency Action and First Aid

All clubs should be prepared with an action plan in the event of an emergency and be aware of first aid procedures

This will include:

- Access to First Aid Equipment ☐
- Telephone contact if the participant is a minor ☐
- Telephone contact to emergency services ☐

Volunteer Declaration

Volunteer agrees to have read and understood the following documents; (please tick and sign below)

- Volunteer Policy ☐
- Volunteer Process ☐
- Code of Conduct ☐

Print name of Volunteer:	
Signature of Volunteer:	
Date:	
Signature of Supervisor/Club Support:	
Date:	
Signature of Co-ordinator:	
Date:	

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Appendix 4

Parent/Guardian/Carer Consent Form (Sample)

Name of Child: _____

Name of Parent/ Guardian/ Carer: _____

Consent (Please read carefully)

- ♦ I agree to my son/daughter volunteering at sessions, events or programmes of NI Judo Federation.
- ♦ I confirm to the best of my knowledge that my son/daughter does not suffer from any medical condition which may make them unable to volunteer.

Signed: _____ (Parent/Guardian)

Date: _____

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How to recruit your new Volunteers

Once your club has decided that it needs more volunteers, there are many ways to recruit them.

- ♦ Appoint a Volunteer Coordinator to lead on this project
- ♦ Have an “open day” to show what goes on at your club
- ♦ Organise volunteer recruitment activities e.g. a social evening or taster day close to a major event e.g. Commonwealth Games
- ♦ Advertise volunteer vacancies via notice board, newsletters and websites in a volunteer section on your website, newsletter and notice board
- ♦ If your club has a Junior Section, ask new parents to commit to helping on a once a month basis
- ♦ Explore a wider range of organisations also involved in volunteering, such as Volunteer Now, for the recruitment of all volunteers
- ♦ Contact the staff at Volunteer Now and register any opportunities for your club through their online system
- ♦ Use your existing volunteers to spread the word. If your existing volunteers enjoy what they do, they are going to be your best form of advertising
- ♦ Use the press as much as possible. Write an article (and supply a good photo) about something particularly interesting, and ask volunteers to get in touch
- ♦ Make links with your local university and colleges and offer to assist them with student volunteer placements
- ♦ Make yourself known to your local councils and schools. Get invited to any meetings they hold about sports and offer to give presentations about your club
- ♦ Make links with your local Sports Development teams
- ♦ Contact local gyms and leisure centres and offer to produce posters for them, advertising your club and the need for more volunteers

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- ♦ Produce good quality leaflets in different versions for your target audience (parents, students, newly retired)
- ♦ Set up a volunteers network within your club or local area. Ask volunteers to assist you. This can then be a method for supporting volunteers
- ♦ Target your recruitment. If you need a journalist, try contacting a college with a Media studies course
- ♦ Take advantage of Volunteers Week and Make a Difference Day
- ♦ And most importantly have a welcome pack ready for potential volunteers
- ♦ Use the Volunteer Application Form so that you have their full contact details
- ♦ If applicable arrange Access NI checks for new volunteers working with children and young people
- ♦ Take up references where appropriate
- ♦ Find out what potential volunteers want from voluntary work
- ♦ Write role descriptions for the new volunteers
- ♦ Match the skills of the volunteers appropriately to the needs of the club

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How to retain your new Volunteers

Once you have recruited your new volunteers, it's vital to make them feel welcome and supported, as well as ensuring that they are carrying out their agreed role.

- ♦ Arrange a warm welcome for new volunteers, introducing them to key members of the club and your facilities
- ♦ Give your new volunteers a Club Welcome Pack
- ♦ Your Volunteer Coordinator takes them through an Induction Programme - see Volunteer Induction Checklist. The Volunteer Induction Checklist includes five sections - Overview, Information on your club, Club Guidelines, their Role and what to do about issues that arise. This document can be adapted for your club
- ♦ Always give your new volunteer(s) the chance to give feedback on their role and how it could be improved
- ♦ Always ensure that your new volunteer(s) are doing worthwhile roles, using the Northern Ireland Judo Federation's role descriptions or writing your own
- ♦ You can nominate a mentor within the club to support your new volunteers to give added support
- ♦ Offer training and courses where appropriate to their role, especially if they are planning to coach or officiate
- ♦ Start a "Volunteer" email news and Volunteer of the Month award.
- ♦ Don't overload keen volunteers with too many tasks
- ♦ Always say "thank you" verbally and with a friendly note
- ♦ Ensure that you have all your volunteers listed on a database and maintain their up to date contact details
- ♦ Promote the fact that your club is run by volunteers for volunteers

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How to reward your new Volunteers

Your new volunteers are more likely to stay with you if they feel valued, are learning new skills and enjoying social benefits too.

- ♦ Always say “thank you” at the end of a meeting or session. Send a “thank you” note by e-mail or post after a major event
- ♦ Start a “Volunteer” email news with a Young Volunteer and Volunteer of the Month award
- ♦ Set up a Volunteer awards section at your club’s annual awards evening to recognise the efforts of new, existing and long service volunteers
- ♦ Think about an ongoing reward system for your volunteers. For example, this could be branded club polo shirts when they first join you, sweatshirts after 6 months and free courses after 9 months commitment
- ♦ Report on the achievements of your volunteers at the AGM and committee meetings
- ♦ Find about other award schemes held locally, regionally and nationally and nominate your volunteers whenever you have the opportunity
- ♦ Write articles promoting the achievements of your volunteers for your website and the press – always noting that you are recruiting new volunteers and contact details
- ♦ Provide expenses where appropriate in line with your expenses policy
- ♦ Organise a lunch or an evening at a café/bar to say “thank you” after a special event
- ♦ Offer volunteers tools to do their jobs such as new software, clipboards and stopwatches
- ♦ Give certificates as recognition

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Role Descriptions

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Volunteer Role Description

Club Designated Liaison Person for Safeguarding

Club Designated Liaison Person's Main role:

- ◆ Club Designated Liaison Person (CDLP) is to ensure Children and Young People's welfare is prioritised at their club.
- ◆ The CDLP needs to be well supported by the club and have a formal role on the clubs management committee. It is the whole club's responsibility to ensure children's welfare and everyone has a role to play
- ◆ The CDLP plays a key role in advising the committee on its approach and ensuring that this is monitored and reviewed on an ongoing basis
- ◆ Due to the nature of this role all CDLP will have no relation to the Head Coach. In the interests of best practice the CDLP ideally should be a separate role from coaching

Tasks involved:

- ◆ Assist the club to fulfil its responsibilities to safeguard children and young people
- ◆ Assist the club to implement its child / young people safeguarding policy
- ◆ Be the first point of contact regarding concerns about children and young people's welfare, poor practice or child abuse
- ◆ The CDLP is responsible for following the Northern Ireland Judo Federation's policy and procedures especially in relation to safeguarding and in particular the reporting procedures
- ◆ Maintaining appropriate records and assessing information promptly and carefully, clarifying or obtaining more information about the matter as appropriate
- ◆ Consult initially with a statutory child protection agency such as the gateway team or health board, or the [CPSU](#) to test out any doubts or uncertainty about the concerns as soon as possible
- ◆ Make a formal referral to a statutory child/young person safeguarding agency e.g. social services department or the police without delay. It is **NOT** the role of the club to decide whether a child has been abused or not. This is the task of the social services department and the police or NSPCC.

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- ◆ Be the first point of contact for your club. Report any concerns to the Lead Designated Liaison Person for Safeguarding . Lead DLP for the Northern Ireland Judo Federation - Russell Brown cpo@nijudo.com 07751748971
- ◆ Maintain contact details for local Gateway team, Police, and Safeguarding Board for Northern Ireland. Contact details for local/national help lines should also be maintained and publicised within the club
- ◆ Promote the clubs best practice guidance/code of conduct within the club in line with the club's plans. This may involve working with children/young people and parents on developing the club's approach to the best behaviour of everyone at the club
- ◆ Promote and ensure adherence to the club's child/young person's safeguarding training plan
- ◆ The CDLP will need to ensure that everyone is aware of what training is available and work with the club management committee to ensure that training requirements are met
- ◆ Ensure confidentiality is maintained alongside the club's management committee
- ◆ Promote anti-discriminatory practice. The club must ensure that it has made clear its commitment to anti-discriminatory practice in its policy, procedures and plans for safeguarding children and young people's welfare. The club should also have an Equity policy

Support and training:

- ◆ The Northern Ireland Judo Federation Judo Enhancement Officer will be available to provide support to all volunteers. This can be on a formal or informal basis as required.

A variety of training courses will be on offer throughout the year. Some of the courses will be mandatory for all volunteers to attend, such as;

- ◆ Volunteer Induction
- ◆ Safeguarding Training - Children & Vulnerable adults

Vetting:

- ◆ Depending on the frequency of this Volunteer Role as Club Designated Liaison Person for Safeguarding you may be subjected to an Access NI / DBS check as you may be in a regulated position. Information will be provided to you if this is the case.

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Volunteer Role Description

Support Helper

Support Helper Main role:

- ♦ To provide support to the coach and participants
- ♦ To provide administration activities such as registration
- ♦ To help with any other tasks that ensure the smooth running of the session

Tasks involved:

- ♦ Assisting the coach/leader to prepare the venue for the session and to clear the venue at the end of the session;
- ♦ Encouraging the participants to be active in all activities;
- ♦ Following all policies and procedures including the Code of Conduct for Volunteers and supporting the participants to understand the policies and procedures as they apply to them;
- ♦ If refreshments are provided – to assist in preparing refreshments and ensuring that the area is cleaned up afterwards;

Time and location:

- ♦ The club runs weekly on (Insert)..... from (Insert) until (Insert) at ..(Insert)

Support and training:

- ♦ Support Helper will receive support from the coach / leader. Northern Ireland Judo Federation Volunteer Co-ordinator will be available regularly to provide support to all volunteers. This can be on a formal or informal basis as required.

A variety of training courses will be on offer throughout the year. Some of the courses will be mandatory for all volunteers to attend, such as;

- ♦ Volunteer Induction
- ♦ Inclusive Training
- ♦ Safeguarding Training - Children & Vulnerable adults

Other courses will be available dependent on the volunteer's stage of development and requirements for their role.

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Expenses and equipment:

- ♦ This is a voluntary post and therefore no payment will be received, on occasion mileage may be provided if volunteer is asked to travel further afield.
- ♦ The Volunteer Co-Ordinator can advise volunteers on the types of expenses that may be covered.
- ♦ All mandatory training that volunteers are asked to attend may be paid for by your club, please check with your local club for details.

Vetting:

Depending on the frequency of this Volunteer Role as Support Helper you may be subjected to an Access NI check as you may be in a regulated position. Information will be provided to you if this is the case.

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Volunteer Role Description

Head Coach

Head Coach Main role:

- ♦ To ensure the smooth running of the club by maintaining high standards of coaching and safety within the club
- ♦ To prepare and deliver club's coaching sessions to members and support assistant coaches
- ♦ To commit to developing their coaching knowledge and skills

Tasks involved:

- ♦ Prepare the venue for the session and to clear the venue at the end of the session, assistance may be given by assistant coach and support helpers;
- ♦ Follow all policies and procedures including the Code of Conduct for Coaches and support the participants to understand the policies and procedures as they apply to them;
- ♦ To undertake training appropriate to this role e.g. Safeguarding Children and Young People in Sport Awareness. First Aid qualification.

Time and location:

- ♦ The club runs weekly on (Insert)..... from (Insert) until (Insert) at ..(Insert)

Support and training:

- ♦ Head Coach will receive support from the club committee. Northern Ireland Judo Enhancement Officer will be available regularly to provide support to all volunteers. This can be on a formal or informal basis as required.

A variety of training courses will be on offer throughout the year. Some of the courses will be mandatory for all volunteers to attend, such as;

- ♦ Volunteer Induction
- ♦ Inclusive Training
- ♦ Safeguarding Training - Children & Vulnerable adults

Other courses will be available dependent on the volunteer's stage of development and requirements for their role.

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Respect

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Expenses and equipment:

- ♦ This is a voluntary post and therefore no payment will be received, on occasion mileage may be provided if volunteer is asked to travel further afield.
- ♦ The Volunteer Co-Ordinator can advise volunteers on the types of expenses that may be covered.

Qualifications:

- ♦ Minimum UKCC Level 2 Coaching Qualification
- ♦ In date First Aid Certificate
- ♦ In date Safeguarding Protecting Children
- ♦ Valid Disclosure Barring Service (DBS) Certificate

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Volunteer Role Description

Assistant Coach

Assistant Coach Main role:

- ♦ To provide support to the head coach and participants
- ♦ To assist with the preparation and delivery of the club's coaching sessions
- ♦ To develop and maintain high ethical standards in coaching, commit to develop their coaching knowledge and skills

Tasks involved:

- ♦ Assisting the head coach/leader to prepare the venue for the session and to clear the venue at the end of the session;
- ♦ Following all policies and procedures including the Code of Conduct for Coaches and supporting the participants to understand the policies and procedures as they apply to them;
- ♦ To undertake training appropriate to this role e.g. Safeguarding Children and Young People in Sport Awareness. First Aid qualification.
- ♦ To inform the Head Coach in advance of any sessions that cannot be attended.

Time and location:

- ♦ The club runs weekly on (Insert)..... from (Insert) until (Insert) at .. (Insert)

Support and training:

- ♦ Assistant Coach will receive support from the head coach / leader. Northern Ireland Judo Enhancement Officer will be available regularly to provide support to all volunteers. This can be on a formal or informal basis as required.

A variety of training courses will be on offer throughout the year. Some of the courses will be mandatory for all volunteers to attend, such as;

- ♦ Volunteer Induction
- ♦ Health & Safety
- ♦ Inclusive Training
- ♦ Safeguarding Training - Children & Vulnerable adults

Other courses will be available dependent on the volunteer's stage of development and requirements for their role.

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Expenses and equipment:

- ♦ This is a voluntary post and therefore no payment will be received, on occasion mileage may be provided if volunteer is asked to travel further afield.
- ♦ The Volunteer Co-Ordinator can advise volunteers on the types of expenses that may be covered.

Qualifications:

- ♦ Minimum British Judo Association (BJA) Level 1 Coaching Qualification
- ♦ In date First Aid Certificate
- ♦ In date Safeguarding Protecting Children
- ♦ Valid Disclosure Barring Service (DBS) Certificate

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Volunteer Role Description

Chairperson

Chairperson Main role:

- ♦ Chair the club committee meetings and club AGM and be well aware of all current and future club activities

Tasks involved:

- ♦ Ensure there is fair discussion on each issue and that all points are expressed before a decision is reached. Lead, but does not direct
- ♦ Be firm, but tactful, with members deviating from the point under discussion
- ♦ After adequate discussion on an issue impartially summarises the points of view expressed, both for and against, to make sure members know clearly what they will be voting or agreeing to
- ♦ Runs the meeting so that a balance is struck between speed and efficiency on the one hand, and keeping the meeting enjoyable on the other
- ♦ Start meetings on time and be enthusiastic
- ♦ Know and follow the agenda strictly, unless directed otherwise by the meeting
- ♦ Attempt to get all members to contribute to the meeting
- ♦ Ensure Club Committee Members fulfil their responsibilities to assist in driving club development plan forward

Accountability:

- ♦ The Chairperson is accountable to all the members and the club committee

Support and training:

- ♦ The Northern Ireland Judo Federation Volunteer Co-ordinator will be available to provide support to all volunteers. This can be on a formal or informal basis as required.

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Expenses and equipment:

- ♦ This is a voluntary post and therefore no payment will be received, on occasion mileage may be provided if the volunteer is asked to travel further afield.
- ♦ The Volunteer Co-Ordinator can advise volunteers on the types of expenses that may be covered.

Vetting:

- ♦ As Chairperson you more than likely not to have access to children/young people or vulnerable adults within the club as part of your role and therefore an Access NI check / DBS (enhanced) will not be required. If you are involved in a coaching role this may change, please check with your club.

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Volunteer Role Description

Treasurer

Treasurer Main role:

- ♦ To ensure that a financial management system and reporting system is put in place and operable so the club committee has an accurate understanding of the financial status of the club at all times.

Tasks involved:

- ♦ Prepare budget to reflect income and expenditure for the clubs Annual General Meeting
- ♦ Pay invoices in a timely manner and prioritise payment of accounts
- ♦ Maintain appropriate accounts of all income and expenditure
- ♦ All monies received to be handed to the Treasurer where a receipt will be issued and, as soon as possible, money to be deposited into Clubs Bank account

The Treasurer must maintain:

- ♦ Members' subscription records—Records of all members which includes contact details, membership type and date club fees paid
- ♦ Cash receipts and payments record — Cash receipts are a summary listing of all money received — Cash payments are a summary of all cheque book and cash payments made

Accountability:

- ♦ The treasurer is accountable to all the members of the club committee
- ♦ Ensure all taxation commitments are met by the Club

Support and training:

- ♦ The Northern Ireland Judo Federation Volunteer Co-ordinator will be available to provide support to all volunteers. This can be on a formal or informal basis as required.

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Expenses and equipment:

- ♦ This is a voluntary post and therefore no payment will be received, on occasion mileage may be provided if the volunteer is asked to travel further afield
- ♦ The Volunteer Co-Ordinator can advise volunteers on the types of expenses that may be covered

Vetting:

- ♦ As Treasurer you are more than likely not to have access to children/young people or vulnerable adults within the club as part of your role and therefore an Access NI / DBS check (enhanced) will not be required. If you are involved in a coaching role this may change, please check with your club.

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Volunteer Role Description

Secretary

Secretary Main role:

- ♦ Act as Secretary/Minute taker at club committee meetings
- ♦ Be well aware of all current and future club activities

Tasks involved:

- ♦ Deal with all correspondence
- ♦ Support the Chairperson and Treasurer in all aspects of club correspondence
- ♦ Make arrangements for meetings and prepare agenda in conjunction with Chairperson
- ♦ Assist the Chairperson to follow the agenda strictly, unless directed otherwise by the meeting
- ♦ Take minutes and circulate to all relevant parties as soon as possible after the meeting. Ensuring all voting issues are recorded accurately.
- ♦ Preparation and maintenance of records such as Minutes of Meetings, AGM Reports, etc.
- ♦ Liaises with the other club members, parents, volunteers etc..
- ♦ Assist in driving the club development plan forward
- ♦ Responsible for disseminating any information from the Governing body (NIJF) and the various National Governing Bodies (British Judo Association & Irish Judo Association)

Accountability:

- ♦ The secretary is accountable to all the members of the club committee

Support and training:

- ♦ The Northern Ireland Judo Federation Volunteer Co-ordinator will be available to provide support to all volunteers. This can be on a formal or informal basis as required.

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Expenses and equipment:

- ♦ This is a voluntary post and therefore no payment will be received, on occasion mileage may be provided if the volunteer is asked to travel further afield
- ♦ The Volunteer Co-Ordinator can advise volunteers on the types of expenses that may be covered

Vetting:

- ♦ As Secretary you are more than likely not to have access to children/young people or vulnerable adults within the club as part of your role and therefore an Access NI / DBS check (enhanced) will not be required. If you are involved in a coaching role this may change, please check with your club.

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Induction Checklist

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Volunteer Induction Checklist

Below are some things you should include in your induction process for volunteers.

Overview

- ☐ Why volunteers are an important part of Judo
- ☐ Why volunteers are important to a club
- ☐ Club volunteer support structure
- ☐ Tour of the facility or training venue

The Club

- ☐ Age groups catered for
- ☐ What competitions they take part in
- ☐ Introduction to other volunteers
- ☐ Contact list of key people within the club
- ☐ Calendar of meetings/events including social events
- ☐ Where to find resources eg; first aid kit, defibrillator
- ☐ External club contacts if required for the roles
- ☐ Club financial procedures, if relevant to the role

Club Guidelines

- ☐ Club rules
- ☐ Volunteers code of conduct
- ☐ Safeguarding
- ☐ Health and Safety
- ☐ Insurance
- ☐ Fire evacuation procedures
- ☐ Confidentiality

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- ☐ Claiming expenses
- ☐ Access NI/DBS information if required

Their Role

- ☐ Find out what potential volunteers want from voluntary work
- ☐ Match the skills of the volunteers appropriately to the needs of the club
- ☐ Who their main contact is (volunteer support meetings, mentor)
- ☐ Their responsibilities including; days and hours
- ☐ Qualifications appropriate and in date
- ☐ Training needs assessed
- ☐ Training arranged if required
- ☐ Club benefit for volunteers

Any Issues

- ☐ Who to contact

This is a guide for Judo clubs. Your induction process should be tailored for your own club, its members and volunteers.

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Volunteer Emergency Contact Details

Volunteer Name:	
Contact Details:	

Emergency Contact Information

Name:	
Relationship:	
Address:	
Telephone Number:	
Mobile Number:	
Email Address:	

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Useful Contacts

Personnel

Gail Reid - Administration Manager

admin@nijudo.com

Northern Ireland Judo Federation Office

07841 481342

www.nijudo.com

Jim Toland - Judo Enhancement Officer

jeo@nijudo.com

07517 354189

Russell Brown - Lead Designated Liaison Officer for Safeguarding

cpo@nijudo.com

07751 748971

Organisations

Volunteer Now - www.volunteernow.co.uk

British Judo Association - www.britishjudo.org.uk

Sport Northern Ireland - www.sportni.net



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