



# **SCOTTISH PARA-FOOTBALL**

**Volunteer Policy**

**This policy is written to underpin both Scottish Para-Football as well Para-Football Game Leader Organisations who are members of Scottish Para-Football. Therefore this policy will be adopted by each individual Para-Football Game Leader Organisation. If your concern relate to Scottish Para-Football please contact the National Office. However if your concern relate to a Para-Football Game Leader Organisation please contact their Committee directly.**

This policy will operate on the following guidelines. This policy refers to the volunteers working within Scottish Para-Football and the Para-Football Game Leader Organisation

- Volunteers shall have the support and approval of our organisation's management and administration. Opportunities will be provided for volunteers to represent their views at Senior Management level on all aspects of the organisations work. This is done through the Scottish Para-Football board.
- The Associations will regularly review the benefits and costs of volunteers to the organisation.
- All paid staff will be fully informed of the rights and responsibilities of the volunteers
- Scottish Para-Football shall regularly review its policy concerning insurance, reimbursement for out of pocket expenses, working conditions and other benefits to volunteers.
- Before commencing volunteering, Scottish Para-Football and Para-Football Game Leader Organisations will require the submission of an CV, uptake of suitable references and for volunteers to be subject to a PVG
- As part of the recruitment process, volunteers will be provided with clear roles and responsibilities
- Roles and responsibilities will match the volunteer's skills, talents and interests.

## Document Control

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