

## Volunteer Policy

Lordsfield Swimming Club is made up of volunteers who give freely of their time to ensure that the children and adults of the community are able to enjoy affordable swimming.

The Club is made up of many different types of volunteers, all of whom are members, wanting to promote and develop the aims of the Club.

The Volunteer policy has been developed with this in mind.

### Roles

Volunteers can have any, or many, of the following club roles:

- **Trustees:** have an overview of the Club and strategically steer the Club through its growth and development.
- **Pool Operations:** plan the sessions & deal with the day-to-day running of the Club.
- **Management Committee:** made up of representatives from pool operations, finance, volunteer & membership teams alongside the club secretary. Are overseen by the Trustees.
- **Volunteer Co-ordinator:** In charge of DBS checking, training and co-ordinating with Volunteers
- **Fundraisers:** seek out relevant grants or run one-off events to raise money.
- **Finance:** deal with the finance side of the Club.
- **Membership:** manage the membership, health forms etc. in line with the GDPR rules.
- **Secretary:** Minutes of meetings, Insurance, printing, letters, etc.
- **Pool Rescuers:** Trained volunteers who run the poolside sessions.
- **First Aiders:** Part of every poolside team during a session.
- **Pool Plant Operators:** Run the plant and ensure that the pool and the water quality is up to standard.
- **Desk:** Run the daily access to the poolside and deal with payment, enquiries and any issues which might arise.
- **Refreshments:** Run the 'kitchen', take payment and provide drinks, etc.
- **Gardeners:** Ensure the pool environment is kept tidy, attractive and clean.
- **Upkeep:** Maintain the buildings, etc. in good order. Painting and decorating.
- **General Upkeep:** Help to clean the changing rooms and washrooms, particularly at the beginning and end of a season.

Lordsfield Swimming Club recognises the important contribution made by all volunteers to the Club and will ensure the Club invests in its volunteers. We



OVERTON COMMUNITY POOL

COURT DROVE OVERTON BASINGSTOKE HAMPSHIRE RG25 3ES

[www.overtonswim.org.uk](http://www.overtonswim.org.uk)

Registered Charity No. 1156811

shall provide regular and ongoing support to enable volunteers to develop their skills and, therefore, contribute to the Club and the wider community.

### **Rights of Volunteers**

All volunteers are entitled to be treated with dignity and respect.

Volunteers have a right to:

- Information on the Club and its policies.
- A description of the roles they undertake and any training needed to fulfil these roles.
- Opportunities for training.
- A safe working environment
- A named person they can go to for advice and support.
- Have their contribution valued by all members of the Club.
- Be covered by appropriate insurance
- A clear understanding of accountability

### **Responsibilities of Volunteers**

- To treat **all** members of the Club with courtesy.
- To co-operate with other volunteers.
- To undertake relevant training.
- To exchange information and feedback.
- To ask for support where needed.
- To carry out agreed tasks and roles.
- To respect the confidentiality of members, visitors and the Club.
- To be reliable and commit to the agreed schedule.
- To be aware of policies and procedures.
- To follow the Club's Child Protection policy. (On the Club's Website)

### **Recruitment and Selection of Volunteers**

- All prospective volunteers for training will be DBS checked.
- Will be offered confirmation only after DBS checks are acceptable.
- Provided with clear information as to what is expected of them.

### **Training**

Volunteer support will be provided through:

- Formal training opportunities.
- Payment for this training if they do not fulfil the minimum of 1 hour duty per week over the Summer season.
- Informal advice and information sharing.
- A named buddy person who will offer support and advice.

### **Lone Worker Policy**

- The Club operates a strict no entry to the pool premises policy for lone individuals. **This is to comply with Health and Safety.** See the Lone Worker policy for details
- Should there be an accident to an individual or they are taken ill or fall into the pool and get into difficulties, a second person would be there to help and call for further help.

Please ensure that:

- You have someone with you should you need to enter the pool premises.
- First arriving lone Volunteers must wait at the gate for another volunteer before entering the premises.
- Everyone not on duty for the session should wait outside the gate, while the equipment is set up for the session by the duty team.

All volunteers are important to the Club; it is also important that volunteers enjoy the experience.

If you are unhappy with anything or have any concerns please speak to the Volunteer Co-ordinator in the first instance.

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