

# Club Volunteer Recruitment Guidance



This document can support with the recruitment of volunteers to support across all areas of a club's work.

A robust volunteer recruitment process will ensure a positive experience for volunteers, build trust and ensure that the volunteers know what is expected of them to maintain high standards in all areas of a club's delivery.

## Why do people volunteer?

- Boost pride, self esteem and wellbeing
- Builds community, skills and purpose
- A path into the industry, or an opportunity to give back to an industry or organisation

## I'm new to working with sports volunteers. What do I need to know?

### Key legal points

- Volunteers are not employees - they are not paid for their work as any payment may be legally classed as employment. Only reimburse out of pocket expenses
- Use 'agreements' as opposed to 'contracts'. A volunteer agreement should refer to the 'role' rather than the 'job' and should list 'expectations' rather than 'duties' or 'obligations'.

### Insurance considerations

Clubs who are affiliated to Scottish Squash are provided with Employer's Liability Insurance via our partnership with Marsh Sport. Volunteers are covered under this policy, with further information available [here](#).

### Safeguarding

#### Do all volunteers need a PVG check?

Not all volunteering roles require a PVG (Protecting Vulnerable Groups) check. However, clubs are legally required to assess volunteering roles and determine whether it's one that requires a PVG check.

Clubs must have a safeguarding policies, identifying the club Child Wellbeing and Protection Officer (CWPO) and outlining procedures for handling concerns and disclosures. Good practice would require all staff and volunteers to adhere to a code of conduct.

## How can we fulfil our responsibilities for the health and safety of our club's volunteers?

Your club has a responsibility for the health and safety of people who visit, work, or are affected by your club's activities including volunteers.

Undertaking risk assessments and having a clear health and safety policy will help you to manage this obligation.

## What information should we hold on volunteers? How should it be stored and protected?

As a club, you may find you need to store a range of information about volunteers. For example, this might include volunteers' contact details and personal information, their bank details, information on any health conditions they have, and notes from any meetings and supervision sessions you've had with them.

As with any personal data held by an organisation, the Data Protection Act applies to data stored on volunteers. The Act covers the processing, use, accuracy, relevance and protection of such data and how long it can reasonably be stored. We recommend looking at the guidance provided by the [Information Commissioner's Office](#) for more information.

# Volunteer Recruitment Checklist

The information below provides a snapshot of considerations required at each stage of engaging with volunteers. For a full and complete checklist, click [HERE](#)

### Pre-recruitment phase

- ☐ Define the area of work which the individual will support with, time commitments and PVG requirements
- ☐ Share vacancy widely

### Recruitment phase

- ☐ Once applications have been received, pick up a conversation (if appropriate) to find out more about the potential volunteer.
- ☐ If proceeding with the "appointment" request copies of any qualifications relevant to the role, if required eg. coaching certificate, driving licence check code etc.

### Post-recruitment phase

- ☐ Work with volunteer to complete club induction process, PVG process and expenses procedure
- ☐ Confirm details of best point of contact for the volunteer.

### Ongoing support

- ☐ Provide clear tasks and regular check-ins
- ☐ Communicate clearly
- ☐ Celebrate their contributions
- ☐ Offer skill development opportunities