



<b>Volunteering Statement and Agreement</b>	
Date of adoption by British Gymnastics Foundation Board	30 <sup>th</sup> November 2016
Last review date	12 <sup>th</sup> December 2018

<b>Summary of changes introduced at last review</b>
<u>Volunteer Statement</u> The reference to the Data Protection Act 1998 in Section 2.8 has been removed  Section 4, being the next Review Date of the Volunteer Statement has been changed to December 2021. (Amended from 2019 – 2021 on March 11 <sup>th</sup> 2019)
<u>Volunteering Agreement</u> Section 4.6 has been amended to exclude reference to the Data Protection Act 1998



## Volunteer Statement

### 1. Introduction

- 1.1. British Gymnastics Foundation's vision is to "Transform Lives Through Gymnastics".
- 1.2. Volunteers play an important role in helping British Gymnastics Foundation achieve its vision, bringing a valuable source of new skills and ideas.
- 1.3. A British Gymnastics Foundation volunteer is someone who freely chooses to give their time to undertake tasks and activities to help British Gymnastics Foundation achieve its aims, without financial gain. The arrangement is voluntary on both sides. Either party can bring this to an end.

### 2. British Gymnastics Foundation aims to provide the following to all its volunteers:

- 2.1. A Volunteer Agreement that sets out what the volunteer can expect from British Gymnastics Foundation and what British Gymnastics Foundation expects from the volunteer (see Appendix A);
- 2.2. A range of accessible and inclusive volunteering opportunities;
- 2.3. A designated point of contact within British Gymnastics Foundation;
- 2.4. Familiarisation and induction to the volunteer role;
- 2.5. Specific training if required;
- 2.6. Insurance cover: volunteers will be covered by British Gymnastics Foundation's insurance whilst engaged in volunteering that is approved and authorised by British Gymnastics Foundation. This insurance cover will not include either vehicle or contents insurance for private vehicles;
- 2.7. A copy of British Gymnastics Foundation's Health and Safety Policy and Equality Policy;
- 2.8. Compliance with the General Data Protection Regulation, ensuring that any personal data provided by volunteers is collected and used fairly, stored safely and not disclosed to any other person unlawfully;
- 2.9. A clear process for dealing with any issues that may arise during volunteering for British Gymnastics Foundation;
- 2.10. An opportunity for volunteers to provide feedback to British Gymnastics Foundation on their experiences as a volunteer.

### 3. Disclosure and Barring Service:

- 3.1. British Gymnastics Foundation will ensure that DBS checks are carried out on volunteers, where required by the volunteer role.

### 4. Review date:

- 4.1. The Volunteer Statement is to be reviewed in December 2021.



## **Volunteering agreement**

**between**

**British Gymnastics Foundation**

**and**

*[insert name]* (referred to as “you”).

1. This Volunteering Agreement tells you what you can expect from British Gymnastics Foundation and what British Gymnastics Foundation hopes to gain from you.
2. As a volunteer you will not receive any remuneration, benefits or other allowances in respect of volunteering other than the reimbursement of your expenses (*delete reference to expenses, if not applicable to the role*).
3. Your role as a volunteer is *[insert details]* and starts on *[insert date]*.
4. What you can expect from British Gymnastics Foundation:
  - 4.1. A designated contact within British Gymnastics Foundation. *Your contact is Samantha Campbell, Administration Manager (telephone: 0345 129 7129 ext.2315, email: [sam.c@britishgymnasticsfoundation.org](mailto:sam.c@britishgymnasticsfoundation.org))*
  - 4.2. Familiarisation and induction to the volunteer role
  - 4.3. Specific training if required
  - 4.4. Adequate insurance cover whilst you are engaged in volunteering that is approved and authorised by British Gymnastics Foundation. This cover does not include either vehicle or contents insurance for private vehicles
  - 4.5. A copy of British Gymnastics Foundation’s Health and Safety Policy and Equality Policy (see attached)
  - 4.6. British Gymnastics Foundation is committed to complying with the General Data Protection Regulation, and as such, will ensure that any personal data you provide is collected and used fairly, stored safely and not disclosed to any other person unlawfully
  - 4.7. British Gymnastics Foundation will seek to resolve any concerns or issues you raise during the course of your volunteering. You should initially raise such concerns with *[insert name and job title]*. If the issue remains unresolved, then you should contact *Samantha Campbell, Admin Manager (tel: 0345 129 7129 ext.2315, email: [sam.c@britishgymnasticsfoundation.org](mailto:sam.c@britishgymnasticsfoundation.org))*
  - 4.8. An opportunity to provide feedback to British Gymnastics Foundation on your volunteering experience
5. As a volunteer for British Gymnastics Foundation you agree:
  - 5.1. To perform your volunteering role to the best of your ability;
  - 5.2. To meet time commitments;

- 5.3. To provide your services to agreed standards;
- 5.4. To follow British Gymnastics Foundation's policies and procedures, including health and safety and equality;
- 5.5. To maintain confidentiality in respect of British Gymnastics Foundation and its clients both during and after the termination of your volunteering role;
- 5.6. To provide suitable agreed personal referees who may be contacted and to agree to any other necessary checks being carried out;
- 5.7. If you use your own vehicle when carrying out your volunteering role, to ensure that your vehicle is properly taxed and appropriately insured for such use. The vehicle will also be maintained and serviced in accordance with the manufacturer's recommendations.
- 5.8. To give reasonable notice to British Gymnastics Foundation when you are unable to volunteer your services for any reason to enable British Gymnastics Foundation to make alternative arrangements.

6. General statement on volunteering

- 6.1 Volunteers are an important and valued part of British Gymnastics Foundation. We appreciate you volunteering with us and we will do the best we can to make your volunteering experience an enjoyable and rewarding one.

7. Acknowledgement

- 7.1. You acknowledge receipt of this Agreement and agree to provide voluntary services and to comply with all British Gymnastics Foundation's operating procedures and the standards required of you during the course of carrying out your volunteering role.
- 7.2. You also agree to maintain all the confidential information of British Gymnastics Foundation and its clients both during and after the termination of your volunteering role.

For the avoidance of doubt, this agreement is binding in honour only: it is not intended to be a legally binding contract and is not intended to give rise to a relationship of employer and employee.

Signed:

Print name: *[insert name of volunteer]*

Date: *[insert date]*

Signed:

For and on behalf of British Gymnastics Foundation:

Print name:

Date: *[insert date]*