



**ROYAL NORTH OF
IRELAND YACHT CLUB**

VOLUNTEER CHARTER

May 2022

1.0 Introduction and Purpose

Volunteers make significant and invaluable contributions to society through their involvement in many types of organisations including sports clubs. RNIYC welcomes and values volunteers across the full range of Club activities both on and off the water. We acknowledge that our Club would not succeed without the dedication and commitment of its large band of volunteers in the development of our Club and in the running, maintenance and good order of our business and facilities.

The purpose of this charter is to encourage best practice in volunteer management, to provide overall guidance and direction to Club officers, staff and volunteers and to recognise the Club's obligations to its volunteers.

2.0 Charter Statement

RNIYC values the contribution that volunteers make to our Club. They help reflect the diverse interests, needs and resources that enable the Club to develop in a sustainable way. We recognise volunteers as invaluable, contributing alongside the Commodore, Flag Officers and Committee and our staff to enable us to deliver effectively the range of activities we are able to support.

RNIYC recognises that volunteering is a two-way process that provides us with the benefits of the skills, experience and enthusiasm that volunteers bring and provides volunteers with opportunities to further enhance or develop skills, gain experience of new working environments and gain personal benefits and satisfaction from the volunteering experience. We are committed to managing and supporting volunteers in a way that ensures that the needs of both parties are met, as far as reasonably practicable..

RNIYC strives to create a diverse and inclusive environment and is committed to ensuring equality of access to high quality volunteering opportunities and equality of treatment for our volunteers in all our policies and practices irrespective of age, gender, disability, race (including colour, nationality, and ethnic or national origin), religion or belief, social status or sexual orientation.

3.0 RNIYC Key Volunteering Principles

- 3.1 Volunteers are members who, of their own choice, contribute time, energy and skills to the benefit of our Club and our sport.
- 3.2 The Club does not enter into any form of contract with volunteers and volunteering is binding in honour only. There is no contractual obligation on the part of the Club for time or expenses.
- 3.3 Volunteering is unpaid and there is no payment or expectation of payment. This is distinct from reimbursement of expenses, which ensures that volunteers are not out of pocket as a consequence of their volunteering. For accounting purposes, any such expenses must be advised to and approved by budget holders or activity organisers in advance of being incurred for inclusion in budgets. Mileage can be claimed with a valid receipt for fuel. All

expense claims must go through the Club Manager.

3.4 Volunteers are a key group of individuals within the Club and should be recognised and represented at all levels of decision making.

4.0 Commitments

4.1 In recognition of the contribution of volunteers to Club life and development, the Club commits:

4.1.1 To provide induction, internal training, information and support necessary to assist volunteers in carrying out the role being undertaken to the best of their ability.

4.1.2 To provide adequate insurance cover for volunteers whilst undertaking duties approved and authorised by the Club.

4.1.3 To provide mechanisms for volunteers to feedback on their experience of volunteering and to make suggestions for change as well as to receive information, feedback and support from the Club.

4.1.4 By a variety of means to recognise volunteers' contributions.

4.1.5 To implement policies and procedures to ensure compliance with equal opportunities, health and safety and other legal requirements and to support best practice in volunteering.

4.1.6 To endeavour to resolve any problems, grievances and difficulties which may be encountered while volunteering and provide an opportunity to discuss issues in an appropriate and timely manner.

4.2 In return volunteers are expected to:

4.2.1 Observe Club rules, policies and procedures as they apply to the activity for which they volunteer.

4.2.2 Volunteer at the times agreed or inform the activity organiser in good time if this is unsuitable.

4.2.3 Show diligence, care and respect for to other volunteers, staff, members and visitors.

4.2.4 Familiarise themselves with policies, procedures and operational manuals and, in particular, those relating to Health and Safety and Child Protection.

4.2.5 Respect all confidential information relating to the Club and/or its members.

4.2.6 Return immediately upon request any documents, materials or other property held on behalf of the Club and its members.

4.2.7 Avoid any actions or behaviour that will bring the Club and its members into disrepute.

5.0 Responsibilities

5.1 The Commodore and Committee of have overall responsibility for the Volunteering Charter for ensuring it is implemented effectively and reviewed at appropriate intervals and that any associated programmes meet the needs of the Club.

5.2 All volunteers are responsible for ensuring that the provisions of this Charter are implemented effectively within the volunteering roles they are undertaking.

6.0 Becoming a Volunteer

The Club welcomes all volunteers so if you wish to volunteer for any role or want more information about opportunities speak to the Club Manager (email manager@rniyc.org) or any member of the Committee.