



# TWsports.org

Mini Soccer Centres

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[www.twsports.org](http://www.twsports.org) and [www.toddlersoccer.org](http://www.toddlersoccer.org)



## TW Braga

### Volunteer Policy

Volunteering with TW Braga

### About us

TW Braga were established in 2013 linking up with SC Braga in Portugal. The main reason behind this was to be a club that wasn't attached to an area in Northern Ireland so it would open to everyone. We also wanted to have the status of being attached to a professional club to add to the elite level surrounding the club.

We currently provide for over 100 members with a social and physical outlet through the sport of football. Our members have a great mix of Protestant and Catholic as well as many other nationalities including Chinese, Polish & we have had playing members travel as far away as USA & Canada. The sport of football allows this to happen. We provide a number of opportunities through life skill events bringing groups together and interacting.

### Purpose of our volunteer policy

Our volunteer policy has been created to show our volunteers and potential volunteers that we have spent time and care in planning how volunteers will be welcomed at TW Braga. It also outlines that all volunteers will be treated in a fair and consistent way. It should also help our volunteers understand what support is available to them and what they can expect from us.



[Toddlersoccer.org](http://Toddlersoccer.org)



[SoccerSixes.org](http://SoccerSixes.org)



[TrainingSoccer.org](http://TrainingSoccer.org)



[MySportsCards.org](http://MySportsCards.org)



[MySportsSeason.org](http://MySportsSeason.org)

## **Our vision and mission for volunteering**

Volunteering is a great way to share your enthusiasm, skills and ideas whilst having fun and meeting like-minded people. By volunteering for TW Braga you will be making a positive contribution to community development in our area.

Volunteers are vital to our work.

## **Attracting volunteers and volunteer agreement**

We have a range of opportunities for volunteers to get involved in. To find out more you can visit our website or contact Tim Wareing via [tim@twsports.org](mailto:tim@twsports.org)

Once we receive a copy of your completed registration form, a member of our team will get in touch with more information on specific opportunities and we can decide together which option best matches your interests and time availability and also our needs. Your help will be greatly appreciated and really will make a difference.

## **Access NI Checks**

Some volunteer roles will require an Access NI check to inform TW Braga of any criminal convictions that a person wishing to volunteer may have. For example, any volunteer position which involves regulated activity with children or vulnerable adults will be subject to an Access NI check.

## **Induction and training**

It does not matter how much you already know, as there will be opportunities to learn, and we have roles to suit every level of expertise.

There will be an induction prepared and delivered by one of our staff. This will include:

- Some information about TW Braga; our vision, mission and our future plans
- The role of the volunteer
- Introduction to some volunteers
- Tour around our facilities and see some of our initiatives
- Copy of all the relevant policies including this volunteer policy and also our Health and Safety, Expenses, Equality and Diversity and Conflict Management
- Essential procedures such as timekeeping, rota
- Information about training and ongoing learning opportunities

There will be a trial period of four weeks to give TW Braga and you time to discover if you are suited to each other. A review will be made midway through the trial period and also at the end. This is not an assessment, it is just so that we can be sure that you benefit the most from the volunteering experience and maximise the time you are giving freely.

### **Support**

Our Volunteer Manager will offer support to you. They will remain your key contact throughout your volunteering with us. This will include regular meetings with you to discuss how you are getting on, discuss any training needs and deal with issues arising. This will also ensure that TW Braga are doing all we can to make your volunteering experience an enjoyable and meaningful one.

### **Recognition and reward**

We could not do the work we do without our volunteers. To acknowledge this we will always say thank you and show appreciation for a job well done. There will always be a listening ear or shoulder to lean on.

We have an annual awards dinner where we recognize our volunteers and have regular other social opportunities to engage as a team of volunteers.

## **Expenses**

We value our volunteers and want to ensure that there are no barriers to volunteer involvement. All reasonable out of pocket expenses, if required, will be reimbursed including expenses for travel and meals (if working more than 4.5 hours in one session). In order to claim expenses, an Expenses Form must be completed, a valid receipt provided and this should be handed in to the volunteer manager.

## **Insurance, health and safety, accidents and risk assessment**

TW Braga has a valid insurance policy so that volunteers are covered by public liability insurance, which you are advised to read. It covers the volunteering activities you will be doing. We will keep reminding you of our Health and Safety Policy and give simple instructions on how to perform each task safely. We have clear procedures for accidents and emergencies and will always have a first aider on field sites.

## **Resolving problems**

We hope that you will have a very enjoyable experience volunteering with us. However if your role as a volunteer does not meet with your expectations or with the commitments we have made to you, we want you to feel comfortable about letting us know. First of all, talk to the person who leads the team where you volunteer and he or she should be able to sort it out with you before it becomes a problem. If you do not feel this will resolve things you can speak to the Volunteer co-ordinator.

## **Confidentiality**

We expect all volunteers to adhere to confidentiality guidelines which will be explained to you before you begin volunteering with us and this also includes use of social media and contact with any press.

## **Equality, Diversity and Inclusion**

TW Braga is committed to embracing diversity and promoting equality and inclusion. When representing TW Braga as a volunteer we expect you to support our commitment to promoting equality.

This is the Volunteer Policy of TW Braga