



c/o 4 Kennedy Park, Dreghorn, IRVINE, KA11 4DW

Email: info@ayrshiretigers.co.uk

www.facebook.com/TigersPFC

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September 2022

Employee Policy

1. Introduction

The name of the club shall be Ayrshire Tigers Powerchair Football Club (here in after known as 'The Club').

The Club involves staff and volunteers in a variety of ways because it believes that their input and experience can greatly enhance and develop the life of the Club.

In accordance with good practice, the Club have a commitment to ensure that the recruitment, and selection of volunteers and staff will be carried out in a fair and open manner and adhere to equality of opportunity at all times.

The Club is committed to ensuring that volunteers and staff are supported, supervised and recognised so that their input and experience is positive.

The Club exists to involve more people more effectively in volunteering to help solve real problems and enrich communities.

It does this by:

- Working with volunteer involving organisations to improve the diversity and quality of volunteer placements.
- Providing potential volunteers with the means to access volunteering opportunities.
- Helping people who might otherwise have found themselves excluded to take part in their communities.

We are committed to involving volunteers and staff directly in the Club to:

- Contribute to the delivery of our services
- Form our board of Trustees
- Make sure we are responsive to the needs of our players.
- Provide different skills and perspectives.
- Offer opportunities for participation by people who might otherwise be excluded.

This policy sets out the principles and practice by which we involve staff and volunteers. The aim of this policy is to ensure that there is a clear and appropriate approach to the recruitment of volunteers and staff to support the activities of the Club.

The Club:

- Recognises that voluntary work brings benefits to volunteers themselves, and to players and coaches.
- Will ensure that volunteers and staff are properly integrated into the Club and that mechanisms are in place for them to contribute to the running of the powerchair football club.



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- Will not introduce volunteers to replace paid staff.
- Expects that Club officials and staff at all levels will work positively with volunteers and, where appropriate, will actively seek to involve them in their work.
- Recognises that volunteers and staff require satisfying work and personal development and will seek to help volunteers and staff meet these needs, as well as providing the training for them to do their work effectively.
- Will endeavour to identify and cover the costs of involving volunteers.
- Recognises that the management of staff and volunteers requires designated responsibilities within specific posts.
- Will endeavour to involve staff and volunteers from a wide range of backgrounds and abilities and ensure our opportunities are as accessible as possible.

2. Becoming a Volunteer/Staff Member

The Club's recruitment process has been developed in such a way that every applicant is treated in a fair and consistent manner aligned to the Club's Equal Opportunities Policy. The Club does not discriminate in terms of age, race, gender or disability.

The Club will prepare and agree a role profile, which will include the skills and experience that an individual would need to fulfil the requirements of the role.

The Club is based in Ayr however the recruitment of potential staff and volunteers will not be restricted to the Ayr area as the Club recognises that many supporters from far and wide will want to help the Club. The Club however is committed to diversity in all areas of its work and will seek to recruit volunteers that reflect the diversity of the local community.

2.1. Application Process

Advertising

In order to attract new staff and volunteers it may be necessary to advertise outside the Club itself, for example, on a sports hall notice board, a local school, shop/community hall or newspaper.

The advertisement should reflect the Club's Safeguarding Policy and it should contain the skills and experience required and the duties to be undertaken. However, it should not discriminate in terms of age, race, gender or disability.

Some volunteer/staff roles will have a lower age limit where this applies the age limit will be advertised in advance.

The Club recruits staff and volunteers as follows:

- By word of mouth through existing volunteers and staff.
- By use of the club website and social media.

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- Through Voluntary Action South Ayrshire, Volunteer Centre East Ayrshire, The Ayrshire Community Trust and Volunteer Scotland.
- Advertising on Indeed.
- By advertising locally as finance allow – using posters, and adverts in local newspapers.

Application Form

All applicants will be asked to complete an application form and provide 2 references. Applications will be reviewed by the Club Secretary and one other official to ensure that a fair and equitable assessment is completed. The Club will ask for identification documents to confirm the identity of the applicant, for example, a passport or driving licence.

Meeting/Interview

Upon receipt of a suitable application the Club Secretary and another member of the committee will meet with the applicant for an informal talk, where the person will have an opportunity to ask any questions that they may have regarding the role. The person's application will be discussed and consideration given into why they want to be involved and mutually ascertain whether this is an appropriate role for them.

Applicants will also be given an information pack including general information about the Club and specific information on the post in which they are interested.

PVG Checks/Disclosure

All roles with the Club involve 'regulated work' such as sustained and direct contact with children and protected adults. The Club has a legal obligation to ensure that volunteers/staff are not barred from working with children or vulnerable groups. Potential volunteers/staff for such roles will be required to join the Protection of Vulnerable Groups (PVG) Scheme, and scheme records and/or disclosure records will be accessed. This information will be dealt with in the strictest confidence and will not necessarily prejudice the person being accepted for voluntary or paid work.

The final decision on whether or not the person should be involved with the Club is the responsibility of the Club and not Disclosure Scotland.

All of the information received will be considered. The Club Secretary will advise the applicant of their application status.

Any appointment is subject to the PVG coming back clear.

2.2. Volunteer/Staff Agreement

If an application is successful, a volunteer/staff agreement should be signed which sets out the expectations of the Club in the volunteer/staff member and the responsibility of the Club to the applicant in fulfilling their role.

The Agreement will describe the arrangement between the Club and the applicant. The agreement is to assure the volunteer/staff member of the Club's appreciation of their commitment to the Club.

It is hoped that this will demonstrate that the Club will do the best it can to make the volunteer/staff member's experience both enjoyable and rewarding.



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Volunteers and staff will receive a role description and an agreement (to be signed) containing full information about their chosen area of work and a clear idea of their responsibilities and the Club's responsibilities to them.

2.3. Post Recruitment

It is important that once someone has been recruited they will provide additional personal information if requested. A new volunteer/staff member should also review The Club's mandatory policies:

- Constitution
- Code of Conduct
- Club Safeguarding Policy
- Club Equal Opportunities Policy
- Confidentiality Policy
- Employee Policy

Volunteers and staff will work in accordance with the Club's Equal Opportunities Policy and will prevent discrimination on any grounds.

Volunteers and staff if requested should allow observation/supervision of their role in the Club.

Failure to comply with Post Recruitment activities will result in the immediate termination of the agreement.

Volunteer and Staff Participation

Employees will be encouraged to participate in wider aspects of the Club.

- To promote a sense of ownership and belonging for volunteers and staff.
- To ensure that policies and procedures reflect the views and experience of those who are involved.
- To ensure that volunteers and staff have the chance to make a positive contribution to the Club and develop new skills.
- The work of the volunteers should complement that of paid staff; participation can ensure that this is, in fact, the case.

Possible areas of participation include:

- Coaching
- Refereeing
- Promotion of the club to the wider community.
- Recruitment of other volunteers.
- Supporting club activities



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- Fundraising including grant applications
- Event Organiser

Supervision and on-going support

Induction at an appropriate level for each of the volunteer/staff roles will be given. Employees will be consulted in decisions which affect them.

Training as appropriate for specific roles will be provided. Employees will also be made aware of external training opportunities which may be open to them. Information received by the Club, which may be of interest to employees, will also be made available.

Support and supervision as appropriate to the role will be given by the Head Coach or another Club Official. Supervision may be by telephone, email or on a face to face basis.

Support focuses on the practical needs and emotional support of the employees and also focuses on issues of accountability.

If formal meetings are required then these will be recorded on a 'personal development form'. This will be kept in the volunteer's/staff's personnel file and remain confidential.

Records

Minimum details will be kept on employees. This will include the application form, references, emergency contact, correspondence and any other relevant information in accordance with the Club's Confidentiality Policy.

3. Policies and Procedures

3.1. Evaluation

The Club will on an occasional basis conduct an evaluation to monitor the opinions of the Club's employees. This survey will evaluate the extent to which a volunteer believes their contribution is recognised and is a positive experience.

3.2. Expenses

To ensure volunteering is accessible to all, the Club aspires to reimburse volunteers for travel expenses. This will normally be public transport costs or a mileage allowance. Other reasonable out of pocket expenses may also be reimbursed if previously agreed. Please refer to the Club's Expenses Policy. This does not include travel costs associated with journeys to and from the training venues.

It is good practice for the employee to give copies of receipts for all expenditure to the relevant person within the Club, and for the Club to keep records of all payments in case of any queries from HM Revenue and Customs.



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3.3. Insurance

All employees are covered by the Club's insurance and/or the SPFA insurance policy whilst engaged in their agreed roles. It is the responsibility of the employee to inform their motor insurance company if they are using their car during their role.

3.4. Health & Safety

Employees will be made aware of the Club's Health & Safety Policy and will be given relevant information and/or training on this as appropriate to their role.

3.5. Disciplinary Policy

The Club has a policy on how it will deal with any disciplinary issue regarding an employee which can be found in the Employee Handbook.

3.6. Complaints Policy

The club has a policy to help deal with grievances which can be found in the Club's Complaints Policy. In line with this policy employees have the right to discuss any concerns they may have with the Head Coach or Club Official at any time.

3.7. Endings

When employees move on from their role at the Club they will be asked to provide feedback on their experience by way of an exit questionnaire.

On the basis of their work, employees will have the right to request a reference. Employees will be supported to move on to other volunteer roles or paid employment.

S Niven

Stuart Niven

01.10.2022

Chairperson