

Sports Volunteer Job Description

Reporting to:	Sport Development Officer/ Event Coordinator
Responsible for:	Assisting and leading activities organised by WheelPower
Role:	Various

Role may include:

- Assisting and leading activities
- Setting up or organising activities
- Assisting officials
- Providing additional assistance to facility staff
- Assisting the organisation of participants
- General Admin Duties

Code of Conduct:

This code of conduct is principally designed to safeguard children, young people and vulnerable adults involved in WheelPower activities, but will help you by identifying required standards of behaviour as you carry out your role as a volunteer. Following this code of conduct will reduce the likelihood of any misinterpretations of your actions.

- DO treat all of those involved in WheelPower activities equally with respect and dignity – offensive, discriminatory or aggressive behaviour will not be tolerated
- DO understand your role in any policies and procedures associated with the activity e.g. child protection, health and safety – be clear about what you should do if a concern about the safety or welfare of a young person arises
- DO co-operate fully with other volunteers and professionals involved at WheelPower activities
- DO consistently display high standards of behaviour and appearance
- DO show respect for your peers and participants, and treat them how you would want to be treated yourself
- DO act as a role model for other young people, your behaviour may influence others
- Do remember that your behaviour towards participants to whom you will have a position of authority should reflect your role, and sexual relationships with participants may be treated as an abuse of trust and dealt with through the disciplinary procedures
- DO develop your interest within your given activity

Guidance for non-compliance with the Code of Conduct:

If breaches of the Code of Conduct are identified or alleged the following consequences may result:

- You could face a disciplinary investigation and further action
- The allegation that has been made against you will remain on your record, and this could affect future employment
- Non-compliance could put you or others at risk of injury

Child Protection & Vulnerable Adults Procedure:

The following procedures are set out to assist everybody in understanding the process that should be put in place if a situation of suspected abuse or poor practice should arise.

1. You should verbally report any concerns immediately to either the Sports Development Officer or Event Coordinator on 01296 395995.
2. The verbal report should then be supported with a written report, which should be completed as soon as possible to ensure accuracy. The following information should be recorded:
 - Nature of concern
 - Detailed account of why these concerns have arisen
3. All procedures must follow the guidelines set out in the WheelPower Child Protection Policy, which is available on request.

Self Disclosure Forms:

All volunteers will be required to complete a self disclosure form regarding their suitability to work with children and vulnerable adults. Anyone who refuses to do so must be deemed ineligible to work or assist with WheelPower activities.

Not all convictions are relevant. Those that will preclude employment include:

- Offences against children
- Sexual or violent offences
- Drugs offences

Volunteer and Coach Application Form

PLEASE COMPLETE IN BLOCK CAPITALS

Contact Details

Title		Surname		First name(s)	
Address					
				Post Code	
Telephone (daytime)					
Telephone (evening)					
Mobile		Date of birth	/	/	
Email					

Particular Sporting interests (please tick as many as apply)

- | | | | | | |
|------------|--------------------------|--------------|--------------------------|--------------|--------------------------|
| Archery | <input type="checkbox"/> | Fencing | <input type="checkbox"/> | Rugby | <input type="checkbox"/> |
| Athletics | <input type="checkbox"/> | Football | <input type="checkbox"/> | Shooting | <input type="checkbox"/> |
| Badminton | <input type="checkbox"/> | Gymnastics | <input type="checkbox"/> | Swimming | <input type="checkbox"/> |
| Basketball | <input type="checkbox"/> | Hockey | <input type="checkbox"/> | Table Tennis | <input type="checkbox"/> |
| Bowls | <input type="checkbox"/> | Martial Arts | <input type="checkbox"/> | Tennis | <input type="checkbox"/> |
| Cricket | <input type="checkbox"/> | Netball | <input type="checkbox"/> | Volleyball | <input type="checkbox"/> |
| Cue Sports | <input type="checkbox"/> | Powerlifting | <input type="checkbox"/> | | |
| Cycling | <input type="checkbox"/> | Rowing | <input type="checkbox"/> | | |

Other (please state) _____

Experience & Qualifications Relevant to Sport and Physical Activity

(Please provide information on any relevant experiences and skills including details of any sports specific qualifications with dates completed. E.g. first aid, workshops, coaching awards etc. Please continue on separate sheet if necessary.)

Availability (Please indicate all of the times when you are able to volunteer)

	SUN	MON	TUES	WED	THURS	FRI	SAT
AM							
PM							
EVE							

Criminal Records Bureau Disclosure

Do you have a current CRB disclosure?

 Yes

 No

If yes please provide the following details:

CRB disclosure number		Date disclosure issued	
Name of employer		Registered Body	
Level of disclosure (please indicate)	Basic	Standard	Enhanced

References (Please give details of two people that can comment on your suitability to be a sports volunteer)

Referee 1 Name			
Job Title			
Address			
	Post Code		
Tel No.		Email	

Referee 2 Name			
Job Title			
Address			
	Post Code		
Tel No.		Email	

Equal Opportunities Data (Used for monitoring purposes only)

Ethnicity	Please tick one	Sub Categories
White		British, Irish, any other white background
Mixed		White and Black Caribbean, White and Black African, White and Asian or any other mixed Background
Asian or Asian British		Indian, Pakistani, any other Asian background
Black or Black British		Caribbean, African or any other Black background
Chinese		Chinese
Other ethnic group		Any other group not listed

 Do you consider yourself disabled? Yes No

If yes please tick as appropriate:

 Learning Hearing Multiple
 Visual Physical

Other (please state) _____

I agree that I will carry out the tasks provided by the Sports Development Officer/ Event Coordinator, in accordance to the stated code of conduct. I will inform Steve Snelling of any changes to the information I have provided.

I declare that the information I have given in this form is correct to the best of my knowledge.

Signed: _____ Date: ____ / ____ / ____

Print name: _____

 Information from this form may be shared with the WheelPower sport associations and partners that may be interested in your services as a volunteer. Please tick the box if you **do not** wish for this information to be shared.

 Please return with Self Disclosure form to:
 Steve Snelling, WheelPower, Stoke Mandeville Stadium, Guttman Road, Stoke Mandeville, Buckinghamshire, HP21 9PP.

DATA BEING COLLECTED BY WHEELPOWER WILL BE SORTED AND USED IN COMPLIANCE WITH THE DATA PROTECTION ACT 1998

For admin purposes only:

Date Received	App form	Self Disclosure	CRB
/ /			

Self Declaration form**CONFIDENTIAL**

Required for all volunteers working in contact with children and vulnerable adults as part of WheelPower activities.

Have you ever been convicted of a criminal offence or been the subject of a Caution or Bound Over Order?

Yes No

If yes, please state nature and date(s) of the offence(s) below:

Have you ever been subject to any disciplinary action or sanctions relating to child or vulnerable adult abuse?

Yes No

If yes, please state nature and date(s) of the offence(s) below:

You are required to self-certify that you are not known to ANY social services department as being an actual or potential risk to children or vulnerable adults; have not been disqualified or prohibited from fostering children or vulnerable adults or had any rights or powers in respect of any child or vulnerable adult vested in or assumed by a local authority, or had a child or vulnerable adult ordered to be removed from your care.

Signed: _____ Date: ____ / ____ / ____

Name: _____

Any Surnames previously known by: _____

Address: _____

_____ Post Code: _____

Date of Birth: ____ / ____ / ____ Place of Birth: _____

You are advised that under the provisions of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended by the Rehabilitation of Offenders Act 1974 (Amendment) 1986, you should declare all convictions (including 'spent' convictions). As part of the checking procedures you are advised that we reserve the right to make reference to the Local Authority Social Services Department and Police Records to verify the information given on this form.