

## Volunteer Agreement

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# Volunteer Agreement

This Volunteer Agreement describes the arrangement between The London Coaching Foundation and you. We wish to assure you of our appreciation of your volunteering with us and will do the best we can to make your volunteer experience with us enjoyable and rewarding. It should be read in conjunction with the Volunteer role description so please request a copy if you have not seen this document.

### Part 1: the organisation

Your role as a volunteer is to gain an appreciation of organising and managing sport events with a key focus on Athletics and starts on the date indicated at the foot of this agreement. This volunteering role is designed to put young people at the heart of developing the organisations services and to ensure we continue to recognise the talents and aspirations of our young people.

You can expect The London Coaching Foundation to offer:

#### 1. Induction and training

- To provide a thorough induction on the work of the London Coaching Foundation, its staff, your volunteering role and the induction and/or training you need to meet the responsibilities of this role. The Volunteer Handbook which is available online at [www.londoncoaching.org](http://www.londoncoaching.org) provides full details of the organisation.

#### 2. Supervision, support and flexibility

- To explain the standards we expect for our services and to encourage and support you to achieve and maintain them;
- To provide a named person who will meet with you regularly to discuss your volunteering and any successes and problems;
- To do our best to help you develop your volunteering role with us.

#### 3. Expenses

To reimburse these expenses following the procedures in the Volunteer Handbook:

- Travel to and from your locations of volunteering. This does NOT include Travel to and from your home nor our main office ie from where we are managing your volunteer placement. See the Volunteer Handbook for rules on methods of travel allowances
- Meal expenses to a maximum of £5. (Expenses should be incurred through volunteering so to be eligible you should volunteer around meal times or for at least 3.5 hours a day).
- Specialist clothing or equipment where this is required and provided by you.

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### Expenses –Contd

- Actual cost of crèche, childminding fees or other dependant costs incurred by you in order to be able to volunteer.
- Please keep all your receipts to give to us when we reimburse your expenses.

#### 4. Health and safety

- To provide adequate training and feedback in support of our health and safety policy, a copy of which is in the Volunteer Handbook.

#### 5. Insurance

- To provide adequate insurance cover for volunteers whilst carrying out their volunteering roles which have been approved and authorised by us

#### 6. Equal opportunities

- To ensure that all volunteers are dealt with in accordance with our equal opportunities policy, a copy of which is available from your Supervisor.

#### 7. Problems

- To try to resolve fairly any problems, complaints and difficulties you may have while you volunteer with us;
- In the event of an unresolved problem, to offer an opportunity to discuss the issues in accordance with the procedures set out in the Volunteer Policy.

### Part 2: the volunteer

We expect you:

- To help The London Coaching Foundation fulfil its [activities, services and events.
- To perform your volunteering role to the best of your ability;
- To follow the organisation's procedures and standards, including health and safety and equal opportunities, in relation to its staff, volunteers and clients;
- To maintain the confidential information of the organisation and of its clients;
- To meet the time commitments and standards which have been mutually agreed to and to give reasonable notice so other arrangements can be made when this is not possible;
- To provide referees as agreed who may be contacted, and to agree to a Criminal Records Bureau check being carried out where necessary.

This agreement is binding in honour only, is not intended to be a legally binding contract between us and may be cancelled at any time at the discretion of either party. Neither of us intends any employment relationship to be created either now or at any time in the future.

Your Name ..... Age.....Your signature .....



**Chief Executive, London Coaching Foundation**