



Volunteer Handbook

LONDON COACHING FOUNDATION

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Introduction

We appreciate your offer to consider working for the London Coaching Foundation on a voluntary basis and hope you find fulfilment in working with children, young persons and the wider community to help us deliver our charitable objectives .

This handbook introduces you to the London Coaching Foundation, what it does, who it helps, how it is organised and the vital role that the volunteers play in delivering the many services that we offer. Please read it as it contains important information that you need to know, whether you are currently a volunteer or are just thinking about it. If after reading this, there is anything that you are unclear about or you have further queries, then please speak to the project leader.

Once again my thanks for your support

A handwritten signature in black ink, appearing to read "John Herbert". The signature is written in a cursive style with a long horizontal stroke at the end.

John Herbert
Chief Executive



About the London Coaching Foundation

The London Coaching Foundation (LCF) is a non-profit making Charitable Trust (No.1001103) set up in 1990. The LCF works at the grass roots level sending qualified coaches and international athletes to work with schools and colleges alongside PE Staff to coach track and field athletics to young people.

The London Coaching Foundation as well as working with young people from all backgrounds is using programmes to develop vital life skills such as improved confidence, discipline, motivation, behaviour and educational attentiveness, the provision of programmes such as these are now more relevant than ever in the lead up to success in 2012.

Programmes - "Have a Go Day" and London Community Athletics Days - introduce children to athletics, develop their athletic abilities, introduce new disciplines and finally create a competitive environment, designed to unearth the champions of the future.

In 2008,2009 and 2010, we will be running a Football and Athletics Programme in the London Boroughs of Croydon, Lambeth and Southwark respectively.

Finally, we will be running an Urban Athletics League for children and young people who are not regularly involved in club athletics. As a Volunteer you will play a lead role in organising and managing this prestigious activity at the Nations Athletic Centre of Excellence in North London (Lea Valley).

The London Coaching Foundation operates during normal working hours and depending on the events we organise early weekday evenings and/or Saturday or Sunday.



Structure of the Organisation

A board of Trustees is responsible for the overall management of the Charity. They make the major decisions regarding policy, finance and development and are responsible for the employment of staff. The staff are responsible for the day-to-day running of the organisation and volunteers work under their supervision.

Volunteers play a vital roll in the delivering of many of the services that we provide. There are regular meetings of volunteers to discuss the work of the London Coaching Foundation. Volunteers are urged to attend these and raise any issues or ideas that they feel are relevant to the development of our services.

There is also a Question & Answers Forum involving elite athletes or Coaches at each major day event we do to support the work generally and to raise the awareness of the needs and problems of the people who use our services. Speakers are invited to these meetings to discuss relevant issues. Membership is open to anyone interested in, and committed to, the work we do at the London Coaching Foundation.



ORGANISATION CHART TO MARCH 2008***

*** Please Note Carol Hunter became Corporate Relationship Manager in April 2008 replacing Business Administrator.



Our Networks & Influence

The LCF has and continues to enjoy partnership, funding & support from a variety of organisations. These include;

- Government, national & regional agencies e.g. The LDA, Podium-2012 FHE unit, London Council's & Schools,
- Pro-Actives, The Metropolitan Police, Inter-faith groups
- Sports & Media governing & funding bodies e.g. England Athletics, Football Foundation, Sport England, Skill Set, V-Match, Sports Match
- Grant making Foundations e.g. Foundation for Sport & the Arts, The National Lottery, Arts Council,
- Business & Industry e.g. Adidas, Capital Radio, Gallowglass, Evaluate, Primrose, Norwich Union

The LCF recognises and acknowledges that without this support, our work would not be possible.

It is because of the above that we are able to touch the lives of thousands of our children and young people and to play a role in mapping out a positive future for them. For example, the LCF through its Chief Executive and Team have strong professional and personal links with 2012 Sports and Media committees, governing bodies, sponsors, providers & participants.

As a Volunteer joining our organisation, you will be able to extend our reach as you will be joining one of the biggest youth volunteer networks ever established amongst our peers.



Health and Safety

The health and safety of all our staff is of prime importance. All volunteers must be aware of the Health and Safety Policy of the London Coaching Foundation. Different sites and volunteering roles will have additional needs, which will be covered by your supervisor.

- No volunteer should use any equipment unless they are trained in its use. If you are unsure – ask.
- Volunteers should not be under the influence of alcohol or other drugs.
- Any illness or health problems should be reported to your supervisor.
- If an accident occurs it must be reported and a record made in the accident book.
- As a Sports organisation, we do not handle Hazardous chemicals. However, volunteers should not that these should be stored and used as per manufacturer's instructions. Chemicals should only be used by volunteers who are fully conversant in their use.
- All volunteers have insurance for personal accident as well as third party cover as required by law.



Guidance and Security

The organisation is fully covered for insurance relating to the work of the volunteers. However, no volunteers should undertake any task unless they have been instructed by their supervisor. If you have any doubts you should ask for guidance. No volunteers should offer advice to service users and should refer any enquiries to paid staff (who are insured).

We are able to pay travelling expenses incurred as a result of your voluntary work. You should speak to your supervisor for details.

Any conversation overheard as part of your work should be treated in the strictest confidence and should not be repeated. If you are concerned by any information that you have heard you should speak to your supervisor.

Do not lend money or goods in kind. This could lead to misunderstandings and problems. Instead, any donations you wish to give should go through the charity. If someone has financial problems refer them to staff, who may be able to help.

Do not give out your address, telephone number or other personal details, they may get into wrong hands. We do not give anyone's name and address as a matter of policy.

Do not accept invitations to visitors' homes or other social events, this could lead to misunderstandings or you could be putting yourself at risk.

Do not bring valuables to work; we have no secure store place.

What you will NOT be expected to do

As a volunteer for the organisation, you will not be expected to do the work of paid staff.

If a client/visitor is causing a problem (e.g. verbal abuse or threatening behaviour) you will not be expected to try and resolve the problem. Instead, you should contact a paid member of staff immediately, who will sort out the problem.



Policies & Procedures

All volunteers must abide by the policies and procedures of the organisation:

Office procedure with regard to:

- * Health and safety
 - * Complaints
 - * Fire regulations
 - * Grievance procedure
 - * Absence
-
- Child Protection & Vulnerable Adults
 - Equal opportunities and Diversity
 - Financial Control
 - Confidentiality and access to information
 - Opportunity for volunteers to raise questions.
 - Environment

Please consult your supervisor to review these policies



Induction Programme

An induction programme will take the following form:

- Background information and structure of the London Coaching Foundation...
- Staffing information, project layout and facilities
- Support and supervision arrangements
- How to claim expenses
- Insurance cover provided by the organisation

Training and Supervision

All volunteers must be willing to undertake training as appropriate to their role. Day-to-day support will be given by your line manager. Recruitment, supervision and management of volunteers is the responsibility of the London Coaching Foundation. Any queries or complaints will be dealt with by them.

Trial Period

At the end of six sessions we need to make a mutual decision as to whether you are happy working at the London Coaching Foundation..and that you want to continue.



Declaration

I have read the Volunteer Hand Book and agree to the requirements that the organisation ask of its volunteers.

[Click Here to Submit Declaration](#)