

**EDINBURGH UNIVERSITY CURLING CLUB
PROPOSED VOLUNTEER POLICY**

1. Recruitment and Sponsorship of Volunteers

- a. The club shall, from time to time, recruit volunteers from within its membership to fill specified roles.
- b. The club shall sponsor such volunteers through qualifications deemed necessary for the performance of their duties.
 - i. Priority for sponsorship shall be given to fully matriculated students of the University of Edinburgh.
 - ii. The club shall sponsor courses provided by the Royal Caledonian Curling Club (RCCC) in preference to other courses except in exceptional circumstances.
- c. The club shall not sponsor individuals who do not fall within the criteria specified by this policy.
- d. Sponsorship shall include only course registration fees and, where appropriate, transport costs.
 - i. Transport costs shall be paid only to the value of the cheapest option available.
 - ii. Transport costs shall not be paid where the option of taking the course in Edinburgh is available but not taken, except in exceptional circumstances.
- e. Members may apply for sponsorship simply by intimating to a member of the club committee in writing that they wish to do so.
- f. The club shall sponsor courses only for the following:
 - i. For the position of Assistant Coach, only members with at least one full season of curling experience who expect to depart the club no sooner than one and a half full seasons after completing the practical element of the course
 - ii. For the position of Technical Coach, only members who possess the RCCC Assistant Coach certificate and who expect to depart the club no sooner than one full season after completing the practical element of the course.
 - iii. For Umpires, only members with at least one full season of curling experience who expect to depart the club no sooner than one full season after completing the practical element of the course.
 1. The club recognises the value of having umpires qualified to a high standard within its membership and shall therefore fund qualifications at all certificate levels.
 - iv. For First Aiders, only members who expect to depart the club no sooner than one full season after certification.
 - v. For Child Protection Officers, only members over the age of 18 years who expect to depart the club no sooner than one full season after certification.
 - vi. For all volunteers, such other certificates and modules as are deemed necessary or of use by the club committee.
- g. A successful application for sponsorship of one role does not preclude sponsorship of another.
- h. The above are the minimum criteria only; the committee of the club reserves the right to reject an application for sponsorship even where all criteria are met.
 - i. The decision of the committee is final.

2. Repayment of sponsorship

- a. The club sponsors individuals freely, with no obligation on those sponsored to repay costs.
- b. The club recognises, though, that the qualifications sponsored are potentially commercially lucrative to the individual and therefore requests that individuals consider repaying costs voluntarily once such revenue is acquired, or consider membership of the Alumni Association upon graduation as a means of repayment.

3. Duties of Volunteers

- a. The following duties shall be incumbent upon volunteers:
 - i. Assistant Coaches
 1. A duty to participate in the coaching rota.
 2. A duty to complete and to abide by the Terms of Engagement specified by EUSU.
 - ii. Technical Coaches
 1. A duty to participate in the coaching rota.
 2. A duty to supervise Assistant Coaches where appropriate and to assist in the development of Assistant coaches.
 3. A duty to complete and to abide by the Terms of Engagement specified by EUSU.
 - iii. Umpires
 1. A duty to umpire matches and competitions as directed by the club Secretary.
 2. A duty to lead seminars on the rules of the game as required by the club President.
 - iv. First Aiders
 1. A duty to provide first aid assistance at club sessions, matches and competitions as required by the Child Protection & Safety Officer.
 - v. Child Protection Officers
 1. A duty to give effect to the Child Protection policies of the club, of the Edinburgh University Sports Union (EUSU) and of the RCCC.
- b. All duties listed above are moral duties internal to the club. Nothing in this policy shall be taken to impose a legal obligation upon any member, upon the Edinburgh University Curling Club or upon any other natural or juristic person.

4. Duties of the Vice-President

- a. The Vice-President shall, upon receipt of the ice allocation and fixture lists for the season, devise a coaching plan which advances the skills of members in all areas of curling.
- b. The Vice-President shall, in conjunction with club coaches, devise a rota to ensure adequate staffing of all sessions.
- c. In the event that the coach on duty fails to arrive without notice, the Vice-President shall be responsible for leading the session.
- d. The Vice-President shall liaise with the Edinburgh Curling School and other relevant bodies to ensure the adequate placement of trainee volunteers for completion of any practical element to qualifications.

5. Remuneration

- a. The club shall not remunerate members for services volunteered to the club.
- b. The club may, however, pay reasonable expenses in the event that volunteers are required to provide services to the club outwith Edinburgh.

6. Amendments to this Policy

- a. This policy may be amended by a simple majority of those present at a meeting of the club committee.
 - b. Any amendments to the policy must be formally promulgated to the membership at the proceeding Annual General Meeting.
 - c. In the event of a conflict between this policy and the constitution of the Edinburgh University Curling Club, the constitution shall prevail.
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