



Volunteering Policy

DI-GOV-VP-V1.0

Caroline Moran

Revision History

Name	Date	Reason For Changes	Version

Review Cycle

Review Cycle	Review Date	Reviewer	Status-Action Needed

Dressage Ireland CLG	Work Instruction	DI-GOV-VP-V1.0		
	Review Date	07/04/2018		
Work Instruction	Page:	2	of	4
	Effective Date:	10/04/2017		
Volunteering Policy	Written By:	Anne McFarland		
	Approved By:	The Board		

Dressage Ireland Clg
VOLUNTEER POLICY STATEMENT

Dressage Ireland Clg seeks to involve suitable volunteers who share our values and interest in Equestrian Sports. We will take all reasonable steps to welcome and support them; value their contribution and provide opportunities to be part of achieving Dressage Ireland Clg’s purpose. Equestrian Sport in Ireland at every level from grassroots to elite is reliant on volunteers, were it not for their input equestrian sports simply would not function.

THE IMPORTANCE OF VOLUNTEERISM IN DRESSAGE IRELAND CLG

Volunteers play an important role, primarily through their involvement in the Dressage Ireland Clg Board of Directors, Sub Boards and other committees. These boards and the various committees have specific duties as laid out in the Dressage Ireland Clg Memorandum of Articles of Association and Terms of Reference as approved by the Board. The input of volunteers is critical to the success of the organisation. When volunteers are participating in committees it is primarily in a decision making capacity as specified in the particular terms of reference. However, where volunteers are involved in operational matters, they do so under the direction of the Regional Officials.

DEFINITION OF A VOLUNTEER IN DRESSAGE IRELAND CLG

A volunteer is someone who gives their time to Dressage Ireland Clg on a voluntary basis. Once a person receives any remuneration from Dressage Ireland Clg they cease to be classed as a volunteer and become a contractor or employee as appropriate. Volunteers can receive expenses for their functions carried out on behalf of Dressage Ireland Clg subject to the particular terms of reference and prior approval by the Board.

VOLUNTEER NOMINATIONS

Role Description: To help volunteers understand the role they are taking on we provide a role description/terms of reference which sets out what the volunteer will be expected to do. Recruitment Volunteers are recruited in line with Recruitment of Sports Leaders as outlined in Horse Sport Ireland’s “Code of Ethics.” which is available for download on the Irish Sports Council website. Given the need to match the right volunteer with the right role, Dressage Ireland Clg regrets that it may not be able to accept every nomination.

TRAINING AND DEVELOPMENT

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Dressage Ireland Clg seeks to ensure all volunteers in the organisation feel equipped for their role, and have opportunities to develop their skills; with benefits for Dressage Ireland Clg and the volunteer's personal development. Training is an important part of this.

Induction: Dressage Ireland Clg aims to give volunteers induction and training appropriate to the specific tasks to be undertaken through their role.

Sport Ireland Volunteer Support Programme: As part of the National Sport Education and Training Hub measure, there are a range of approved programmes and projects. One of these is a Volunteer Support Programme. Sport Ireland acknowledges that there is a significant need within National Governing Bodies for volunteer learning and development support. It is recognised that these volunteers operate at all levels, from local clubs up to regional and national level roles within an NGB. Details of these courses can be found on the HSI website in the Volunteer Training Section.

3 SUPPORT AND RECOGNITION

Contact person: The Board, Exco or Regional Committee should ensure that each volunteer is guided and advised in their role and have regular appropriate support. Support will be tailored to the role.

Recognition: All volunteers must be treated in a professional and respectful way. Volunteer's may have loyalties or perceived loyalties to certain board members, affiliates or participants in the horse sport sector, however they will put these aside during their volunteering role with Dressage Ireland Clg.

4 CONDITIONS OF SERVICE

Safeguarding Policies: Dressage Ireland Clg has policies on Child Protection, which all adult volunteers must implement when volunteering with children or vulnerable adults.

Confidentiality: The organisation advises volunteers of the need for confidentiality where they have access to sensitive information which is not public knowledge; particularly so in child protection, governance matters, donations etc.

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Representing Dressage Ireland Clg: Volunteers must act in the best interest of Dressage Ireland Clg at all times. Volunteers should not purport to represent or speak for Dressage Ireland Clg on any matter unless specifically designated to do so by the Chairperson at private or public meetings, or in the media. All volunteers have a responsibility to uphold the good name and reputation of Dressage Ireland Clg and may not make statements which would significantly affect or obligate the organisation. When speaking publically and privately volunteers should promote the views of the organisation and not their own personal opinions.

6 SETTLING DIFFICULTIES Dressage Ireland Clg aims to treat all volunteers fairly, objectively and consistently. They will seek to ensure those volunteers' views are heard, noted, acted upon promptly, and aim for a positive and amicable solution.

Corrective Action and Removal from Office: Volunteers who do not perform their volunteer role satisfactorily will be supported to do so correctly. If the problem has not been resolved after a number of attempts to support the volunteer, their role with Dressage Ireland Clg may be ended. Grounds for terminating a volunteer's involvement include, but are not limited to, the following:

- Abuse or mistreatment of others including young people, volunteers, staff or parents.
- Recklessly ignoring policies and procedures
- Being under the influence of alcohol or drugs while in your role
- Theft or misuse of the organisation's resources, including those of a club affiliated to/registered with Dressage Ireland Clg.