



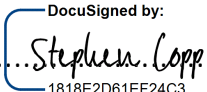
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Wycombe Wanderers Football Club

Volunteering Policy & Practice

Document Manager	Stephen Copp
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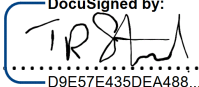
Prepared by: (The Safety Officer)

Name Stephen Copp. Signature  Date..... 5/26/2021
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Approved by (The Commercial Manager):

Name. Neil Peters.. Signature  Date..... 6/10/2021
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Approved by (WWFC Director):

Name Trevor Stroud... Signature  Date..... 5/26/2021
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1. POLICY

1. Wycombe Wanderers Football Club ("The Club") is assisted by Wycombe Wanderers Supporters Group Ltd (WWSGL), trading as the Trust, and will cooperate in managing the volunteer work force formed to assist the Club in its' day-to-day operations.
2. The Club recognises the valuable contribution made by Volunteers who freely chose to give time to improve the facilities, matchday experience and overall commercial operation. It recognises them as a distinctive but complementary role alongside Club staff and respects them accordingly.
3. In return, the Club commits to ensuring that it provides a safe working environment in accordance with its' Health & Safety Policy.
4. Volunteers, equally, are required to comply with safe working practices as defined by the Club and may be required to sign a statement to that effect.
5. Such working practices will include, but may not be limited to, the wearing of appropriate clothing and the use of personal protective equipment (PPE) for the tasks involved.
6. The Club will ensure that any equipment that it provides is suitable for use.
7. Where appropriate, a risk assessment of work to be undertaken will be conducted and will be shared with the Volunteer, who may, if he chooses, refuse the task.
8. All Volunteers will be provided with appropriate training, such training to be provided by a person competent in the role being covered, or by a Volunteer, already experienced in the task and will be required to sign a statement that confirms that training has been delivered.
9. All Volunteers will be required to ensure the confidentiality of any information that they might acquire in the course of their involvement and should not use social media, in connection with the volunteering involvement, in a manner considered to be inappropriate.
10. The Safety Officer is responsible for the overall management of volunteer involvement related to work on the fabric of the Stadium and its' immediate surroundings, including overseeing the implementation of this policy and dealing with any complaint or grievance relating to Volunteers. He may delegate day to day responsibility to a competent member of staff or to a Senior Manager having responsibility for Volunteering.
11. The Commercial Manager is responsible for the overall management of volunteer involvement in office related commercial activities, including overseeing the implementation of this policy and dealing with any complaint or grievance relating to Volunteers
12. All Volunteers will be covered by the Club's Employers' Liability Insurance. However, drivers using their cars in connection with their voluntary work must inform their own insurance company to ensure adequate and continued cover.
13. Expenses will be paid only if prior Club approval has been obtained for any such financial commitment.
14. Failure to comply with this policy may result in a Volunteer being required to terminate, or have restrictions placed upon, his volunteering involvement.

2. PRACTICE

1. The Club will advertise volunteer opportunities on its' website, which may be replicated on the Trust's and Official Wycombe Wanderers Supporters Association (OWWSA) websites, in addition to social media channels and the matchday programme.
2. Volunteers will be required to provide name, contact details, relevant skills and a guide to availability to the Club in response to the request for assistance.
3. The Club will, following an interview if deemed appropriate, determine the suitability of the applicant for the volunteering post and will advise the applicant accordingly.
4. A record of such details will be maintained on a Club database. Such information will be treated as confidential, in accordance with the Club's Data Protection Policy.
5. In the interests of safety, all Volunteers will sign in and out on each occasion that they provide volunteering service.
6. Volunteers will use their best endeavours to observe the time commitments and standards which have been mutually agreed and to provide reasonable notice should such commitments not be possible on occasions. The Club recognises that such situations will arise where personal circumstances may prevent regular commitment.
7. Dependent upon the nature of the task involved, the Club may require references to be provided and/or for a Criminal Records Bureau (CRB) check to be carried out. Such requirements will be sought only with the Volunteer's prior agreement.
8. Should the duties result in a Volunteer being in extended contact with children or vulnerable adults, then the following safeguarding principles must be adopted:
 - 8.1. **Recognition & Reporting:** immediately inform the Safety Officer, or, in his absence, a member of the Club's management team, of any observations or remarks that might give rise to concerns about the individual's welfare.
 - 8.2. **Unattended or Lost Individuals:** remain with the individual, in the company of a second volunteer or Club staff member, advise the Stadium Manager or the Club's Safety Officer and await their instruction,
 - 8.3. **Minimise the risk of being compromised:** ensure that you remain in clear sight at all times.
 - 8.4. **Photography and Video Guidelines:** photography of any kind, unless directly related to the job in hand, and then only with the express permission of the Club, is strictly forbidden.
9. Volunteers must, at all times, be aware of and comply with the principles and practices contained within the EFL's approach to Equality, Diversity and Inclusion (EDI) and as described in the Club's Equality Policy. In that respect, the responsible Club Director will:
 - 9.1. encourage equality, diversity and inclusion within the volunteering workforce.
 - 9.2. create a working environment free of bullying, harassment, victimisation and unlawful discrimination, promoting dignity and respect for all, where individual differences and the contributions of all volunteers are recognised and valued.
 - 9.3. take seriously complaints of bullying, harassment, victimisation and unlawful discrimination by fellow volunteers, and any other such behaviour observed in the course of the volunteers' activities.

10. Tasks to be undertaken may be identified by the Club or by Volunteers themselves. Volunteers who identify such tasks must inform the Safety Officer, who will maintain registers of such tasks and will be jointly responsible for prioritising and allocating tasks to specific Volunteers. No task should be undertaken until advised to do so by the safety Officer or the Commercial Manager

3. AGREEMENT

I AGREE TO COMPLY WITH THE POLICY AND PRACTICE CONTAINED ABOVE AND CONFIRM THAT SUITABLE TRAINING, WHERE REQUIRED, HAS BEEN PROVIDED.

Volunteer Name	Signature	Date	Email Address
WWFC Safety Officer Name	Signature	Date	Email Address

This agreement is binding in honour only and is not intended to be a legally binding contract of employment between the Club and the Volunteer and may be cancelled at any time at the discretion of either party. Neither the Club, nor the Volunteer intend any permanent working relationship to be created as a result of such volunteering.