



SCOTTISH DISABILITY SPORT

LEADING THE DEVELOPMENT OF SPORT IN SCOTLAND FOR PEOPLE OF ALL AGES AND ABILITIES WITH A PHYSICAL, SENSORY OR LEARNING DISABILITY

# Valuing Volunteers

SCOTTISH DISABILITY SPORT  
AND ITS VOLUNTEERS







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## I Introduction

Scottish Disability Sport (SDS) has 16 affiliated local branches across Scotland. Working in partnership with SDS, each branch plays an integral role in the promotion and development of sport for people with disabilities, regardless of age and ability. A strong, effective and well managed branch is vital in ensuring suitable grassroots provision, a wide range of local opportunities, strong membership of SDS and a link into a competitive sporting pathway.

In 2005, SDS in partnership with **sportscotland** conducted a volunteer audit in order to collate key information about volunteers across the branch network. Data collected during the audit indicated that volunteers were highly valued and played a very important role within individual branches. However, it was apparent that some additional advice and guidance would be helpful when dealing with volunteers.

Following this process it was decided that a Volunteering Pack serving as a practical guide on all aspects of volunteering would be a useful tool for all branches. The pack provides detailed information on recruitment, suggested roles, inductions, training, recognition and retention, as well as a number of templates that can be adopted and used by individual branches.

This pack should be used as an information source when dealing with volunteers within your branches. It should not be viewed as a definitive guide on all things volunteering, rather, a helpful tool offering support and advice. Where relevant and appropriate, please feel free to update the templates within the appendices in order for them to be used practically within your branch.



*“Volunteers are not paid – not because they are worthless, but because they are priceless.”*

*(Anonymous)*



*“Volunteers form an integral part of the entire organisation. They are the engine of disability sport in Scotland and play a massively important role, without whom, we wouldn’t be able to operate so successfully.”*

*Gordon McCormack, Chairman, Scottish Disability Sport*

## 2 Recruitment of Volunteers

Without the help of our volunteers there would be no opportunities for physical activities, sport and competitions for disabled people. SDS values volunteers very highly in providing a service for local athletes.

This section will look at ways in how you can find volunteers for your branch.

### 2.1 What is Volunteering?

The Scottish Executive (Volunteering strategy, 2004) defines volunteering as:

*“Volunteering is the giving of time and energy through a third party, which can bring measurable benefits to the volunteer, individual beneficiaries, groups and organisations, communities, environment and society at large. It is a choice undertaken at one’s own free will, and is not motivated primarily for financial gain or wage or salary.”*



Generally, volunteering is described as an unpaid activity where someone gives their time, energy and skills to help a not-for-profit organisation or group or an individual who they are not related to. A volunteer does not receive payment in the form of a salary or wage and volunteering is their free choice.

### 2.2 Who Do You Want to Target?



Volunteers are always said to be hard to recruit and even harder to keep but it does not have to be like that. Knowing who would volunteer for you and what motivates a potential volunteer is the **key** to asking the right people and getting a good response. Only people who see a good reason to give up their time freely for your activities will do so. Volunteering is a two-way relationship in which the volunteer and your sport get something out of it. There is no point persuading somebody into doing something they do not want to do as they will just drop out at the first opportunity.

Possible target groups:

- people that have a genuine interest in working with disabled sports groups
- local college / university students

*“enjoyment, responsibility, investment, inspiration and challenge”*

*John DeCourcy,  
SDS Sport Coordinator*

- mainstream coaches from local clubs
- people with an interest in seeing activities delivered
- parents and relations of people with a disability
- people with appropriate skills
- disabled sportsmen and women – competing and retired athletes
- 5 / 6 year PE students from local schools
- teachers and Learning Support Assistants
- people from other groups in the community
- learning disability resource centre staff and visitors
- Community Sport Leader Awards candidates
- users of Volunteer Centres services
- Local Authority staff in education, social work, community services and leisure and recreation.



## 2 Recruitment of Volunteers

### 2.3 How Do You Target Them?

The key to recruitment is to offer interesting and productive volunteer opportunities, which match the motivations of potential volunteer. Once you have developed the volunteer task description find out why potential volunteer would want to help your branch. The more closely you can match the volunteers' interests with a task the more successful the volunteering is going to be. When asking people to help you highlight the benefits of volunteering, we all know volunteering is good for you!

- advertise on news boards at schools, libraries, sport centres, public buildings, council offices, big companies, supermarkets, book shops, charity shops etc.
- put a flyer up anywhere where people wait or queue (doctors surgeries,

Starbucks, bus stations, even the local fish and chip shop has been known to be a great place to advertise!)

- ask parents
- organise presentations (informal or formal) to support groups, community groups and schools
- invite people to events, practical demonstrations
- recruit at open days, sport competitions
- word of mouth is the most effective tool
- personal communication
- tell the press
- post office, community centre blackboards
- web site
- and of course through your local Volunteer Centre.

For further information on these Centres please refer to Appendix I.

*"I get a lot out of volunteering with Highland Disability Sport, because the children enjoy it so much. Seeing them coming back every week and getting better is a great feeling."*

*Jennifer Main,  
Highland Disability Sport,  
Volunteer*



*"I want to put something back into the sport that I gained so much from as an athlete myself. I love swimming and like to pass on that enthusiasm for sport to other young swimmers with a disability."*

*Anna Tizzard,  
Former Paralympic Athlete and Coach*



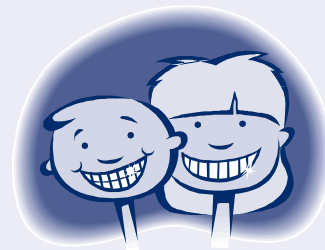
## 2 Recruitment of Volunteers

### 2.4 Why People Volunteer?

- to meet new people
- improve sport facilities / services for family and friends
- to give something back
- interested in sport
- solve a community problem
- do something different
- feel useful
- gain respect
- passion for a sport
- to be part of National Events
- to improve effectiveness of an organisation
- route into employment
- for their CV
- to gain work experience
- to help out
- their children / partner are involved

### 2.5 Possible Roles in Disability Sport:

Administrator  
Carer  
Catering  
Chairperson  
Child Protection co-ordinator  
Coach  
Committee member  
Drivers  
Education and training co-ordinator  
Event Organiser / Support  
Fund raiser  
Kit co-ordinator  
Marketing  
Match / results reporter  
Media  
Non Executive Directors  
Officials  
Officials co-ordinator  
Public speaker  
Residential events co-ordinator  
Secretary  
Team manager  
Treasurer  
Volunteer co-ordinator



*Appendix II outlines a number of task description templates that can be used as a guide for individual branches.*







## 3 Volunteer Induction

Volunteers and the branch benefit from an induction before the volunteer begins helping out with activities. This will show the volunteer who is who and also how he or she will be working and where they fit in with everybody else. Ideally, one person should co-ordinate the induction process in order to establish one point of contact within the Branch. In order not to overwhelm the individual, this process can be carried out over a period of time. Information may also be given to read and digest in their own time.



Include the following in the induction:

### 3.1 Background Information

Let the volunteer know what the basic structures of your branch are. Who are the coaches, committee members, full time office staff, etc. and their contact details. This orientation will ensure that the volunteer understands your branch and the working of your activities and feels comfortable with it.

An induction can give background information on:

- **Branch and its staff / committee members** – i.e. short printed introduction, info sheet etc.
- **Policies** – club policies on i.e. child protection, disclosures, health and safety etc. If these can be viewed on a notice board let the volunteer know!  
*Information regarding the disclosure process can be found in Appendix IV.*
- **Procedures in your clubs** – taking a register and money, accident book, consents for photographs, filling in a person specification form (see *Appendix IV for template*), procedures for minibus driver, procedures when attending competitions etc.
- **Code of conduct** – each volunteer should be aware of and sign up to the clubs / branches code of conduct when working with athletes.  
*Please see Appendix VI for Disability Inverness Sport Club template.*
- **Contacts** – each volunteer should be aware of who both their Branch and National contact is.
- **SDS** as the National Governing Body for Disability Sport in Scotland.  
*Please refer to Appendix III.*





## 3 Volunteer Induction

### 3.2 Volunteer Role Information

A short task description is a very useful tool when asking people to volunteer and help out in your branch and club. It outlines the tasks and responsibilities of the volunteer role such as time commitment and skills required but can also outline what the volunteer is not responsible for to ensure clarity on both sides. A copy of the task description should be given to the volunteer. See Appendix II for an example template.

A task description should include:

- **The task title** – activity helper, coach, driver, treasurer...
- **What does the task involve** – setting up equipment, helping athletes to use equipment, collecting a minibus etc.
- **What does the task not involve** (if applicable) – collecting membership fees, taking register, first aid, etc.
- **How many hours are required** – time commitment every week.
- **Where does the activity take place** – sport centre, park, golf club etc.



- **Who will the volunteer work with** – coaches, other staff, helpers, parents etc.
- **Who will support the volunteer** – coaches, development officer or even better a volunteer co-ordinator.
- **What training is available to the**

**volunteer** – types of training available and support to attend.

### 3.3 Skills, Training and Resources

Training is an important element of the development of volunteers. In some cases initial training for volunteer is necessary to enable them to do the work that they are going to undertake effectively. For all volunteers training should be offered to learn new skills and upgrade existing skills regularly if needed.



*“I volunteer for the enjoyment of the game, to help others develop as individuals and also for my own personal and professional development.”*

*Dave Rhoney, Coach*



### 3 Volunteer Induction

#### Scottish Disability Sport



SDS runs an annual calendar of Education and Training opportunities. It offers a range of generic and sport specific opportunities, which provides a comprehensive coach and volunteer development programme. Along with the workshops outlined on the training calendar, SDS also offers a range of Disability Inclusion Training (DIT) sessions. These can be tailored to the particular needs and focus of the group. To obtain a copy of the training calendar contact the SDS Office on 0131 317 1130 or download it from the website at [www.scottishdisabilitysport.com](http://www.scottishdisabilitysport.com)

#### Sports Coach UK



Sports Coach UK offers the following workshops aimed at coaches and volunteers currently working with athletes with a disability or those who are interested in becoming involved in disability sport. To organise one of the courses below contact 0131 317 7200.

#### *How to Coach Disabled People in Sport (HCDPS):*

This introductory level workshop tackles all the frequently asked questions about how to work with disabled sports people.

#### *Coaching Disabled Performers (CDP):*

The CDP workshop provides an excellent follow on from the HCDPS workshop, developing coaching knowledge and skills to allow coaches and volunteers to include disabled performers through inclusive and separate coaching sessions. The course also outlines methods of adapting equipment, identifying appropriate safety and medical considerations to meet the needs of the performers.

#### runningsports Scotland



runningsports Scotland aims to help sports volunteers and staff, like you, to run their clubs as effectively as possible, by addressing key issues such as volunteer management, finances, partnerships and development planning. The workshops can be tailored to meet the needs of you and your environment. To set up a training course or for further information on runningsports Scotland, please contact Developing Potential

Administrator at **sportscotland** on 0131 317 7200.

#### *Valuing Your Sport Volunteers:*

How to recruit, retain, recognise and reward your volunteers. This workshop will help you to manage the volunteers that are essential to the current and future success of your sport / physical activity more effectively.

#### *Developing Partnerships with Clubs and Schools*

Young people are the future of sport. It is important they are able to move from sport at school to a more adult environment that is safe, effective, young people-friendly, and that helps them progress in their chosen sport. This workshop focuses on two key areas in making this transition.



## 3 Volunteer Induction

### Help for Clubs

#### Help for Clubs

Practical resources for sports clubs

[www.helpforclubs.org.uk](http://www.helpforclubs.org.uk)

Help for Clubs is an online resource to provide your sports club with a practical advice on how to manage and develop its activities. It contains everything you need to know about running a successful sports club, from guidance about how to attract and support members, to ideas for raising funds. There are even simple template documents for many administrative functions, plus case studies of how other clubs organise their affairs. Log on to [www.helpforclubs.org.uk](http://www.helpforclubs.org.uk) for further information.

### Volunteer Centre

The Volunteer Centre network also offers a range of training courses on communication skills, working with groups, Volunteer Management etc. Please contact your local Volunteer Centre for details.



### Checklist

The following Induction Checklist can be used as a template by branches to ensure that all aspects of the induction process have been covered.



#### Getting off to a good start...

- ☐ Introduction to branch / club
- ☐ Volunteer task description (volunteer and you are clear about task)
- ☐ Volunteer is informed about clubs procedures and policies (health & safety, child protection, grievance procedures etc.)
- ☐ Code of conduct signed
- ☐ Support mechanism in place for volunteers (contact number of i.e. a committee member, regular meetings, invitation to meetings etc.)
- ☐ Appropriate training organised
- ☐ Expenses process explained





## 4 Recognition and Retention of Volunteers

It is time intensive work to recruit volunteers so keeping them is very important. All volunteers are motivated by different reasons to give up their time. The key to retaining your volunteers is to make sure that their particular motivational needs are met. It is a matter of making your volunteers feel valued and that they know that what they are doing is important.

For recognition to be effective it should be part of an ongoing process and planned by a volunteer organiser, if you do not have one why not recruit a volunteer for this or ask existing committee members to look after this.

Consider the following points:

- Do you know why your volunteers give up their time for you?
- Do they identify with Scottish Disability Sport values?

Only if people's motivational needs are met will they enjoy what they are doing. Volunteers need to be supported all the time. Some volunteers need to see a clear development in terms of qualifications i.e. coaching qualifications of sport specific disciplines, others enjoy the social aspect of meeting other people and making friends. Do you know what would be the best support for your volunteers?



### 4.1 Recognition:

- Tell them regularly they did a good job!
- Give coaches and helpers clothing, polo shirts, bags etc
- Provide food for the volunteers at competitions
- Mention volunteers in the Branch and SDS newsletters
- Have a special edition of your branch newsletter especially for them
- Write an article about them for the local press
- Make special t-shirts to honour your volunteers
- Have a party
- Meet socially regularly, this is also the best time to exchange ideas and find out what people are thinking
- Give them a present
- Have an awards day for them or enter them into a sport council award
- Enter your volunteers into a national award (SDS Awards, Millennium Volunteer Awards, The Queens Award, Service to Sport Award etc.)
- Send your volunteers to training courses for sport specific skills and disability awareness
- Have a coach of the year and volunteer of the year award at your Christmas party or AGM
- Make sure volunteers are never out of pocket by paying their accommodation, expenses and trips away with the club
- Just say "Thank you".



*"I volunteer in order to help out, to ensure that my team has the best opportunity to participate and progress in their chosen sport as any able-bodied athlete has."*

Colin Hunter, Coach





## 4 Recognition and Retention of Volunteers

### 4.2 Retention:

- Give volunteers a sense of importance
- Communicate with your volunteers
- Ensure volunteers feel emotionally satisfied with what they do
- Give volunteers what they don't have (what is it they want out of volunteering with your club, are their expectations met?)
- Call a meeting to ask for their input
- Check if volunteers are happy in their roles
- Promote an enjoyable atmosphere for them
- Have a volunteer representative on committees or other bodies
- Ensure there is a progression in volunteers' roles
- Enable volunteers to take time out without feeling guilty
- Keep details of former volunteers and ask if you can approach them again in the future
- And don't forget the obvious, give volunteer's work to do!

### 4.3 Recommendations:

- Adopt templates and make changes to reflect your branch
- Recruit a volunteer co-ordinator for your branch who is part of the Management Committee
- Make time for volunteering
- Involve as many people as possible in the development of a volunteering structure
- Introduce an award at your branch AGM for Volunteer of the Year
- Continually review your volunteering structure
- Advertise opportunities widely
- Value the input of all your volunteers.



*“Disability sport has consistently provided me with the most amazing, positive experiences. I am a sports fanatic who just happens to favour disability sport and the athletes, coaches, administrators, professionals and family members who are part of that movement.”*

*Richard Brickley, President of Disability Sport Fife*



## 5 Appendices

### 5.1 Appendix I

#### The Volunteer Centre Network

The Volunteer Centre Network in Scotland is made up of independent volunteer centres. There is at least one Volunteer Centre in each local authority area.

Volunteer Centres are part of a national network that:

- puts people that are interested in volunteering in touch with groups and organisations that are looking for volunteers
- works in partnership with others to improve the quality of volunteering
- keeps volunteering in the public eye
- represents the interest of volunteering

Free services include:

- volunteer recruitment and advice
- matching and placing volunteers
- policy development and good practice advice
- marketing and promoting volunteering
- building organisations capacity to involve more volunteers
- information and assistance on disclosure
- training

For contact details of your local Volunteer Centre please visit: [www.volunteerscotland.info/](http://www.volunteerscotland.info/)

To contact the network of six Regional Development Officers for Volunteering in Sport based at Volunteer Centres in Angus, Dundee, Edinburgh, Glasgow, Inverness and Stirling please contact the Volunteer Centre directly.





## 5 Appendices

### 5.2 Appendix II

#### Volunteer Task Description

##### Sport Club

ROLE TITLE: Activity Helper

RESPONSIBLE FOR: Assisting delivering activities i.e. Gymnastics

TIME COMMITMENT: 1½ hours weekly on Monday evenings

SUPPORT: Contact details of Development officer, committee member or volunteer co-ordinator

SKILLS REQUIRED:

- Ability to communicate effectively with children
- Basic knowledge of the sport

##### MAIN DUTIES:

1. Under the direction of the coach, work with a small group of athletes to help them achieve the aims of the session, whether it be practising skills or playing a game
2. Take on a supervisory role during the session
3. Take a register of those attending at the beginning of the session, along with details of any particular needs they have
4. Ensure that you are well briefed about any special needs of the participants involved i.e. significant medical conditions, physical, learning or sensory disabilities
5. Help setting up equipment at the beginning of the session
6. Help taking down equipment at the end of the session
7. In liaison with the Coach ensure that the playing area is safe to use
8. Be aware of the clubs Health & Safety policy (i.e. procedures for recording accidents) and Emergency Procedures and take own responsibility for Health & Safety
9. Ensure that there is an accessible, well stocked first aid kit at the venue and a telephone nearby.

SIGNATURES: Activity helper .....

Date .....

Sport club representative .....

Date .....



## 5 Appendices

### Role Description Template – Chairperson

The template below provides some ideas for the type of skills and duties that can be included on a role description for a Chairperson. The duties should be amended, improved, added to or deleted to suit the circumstances of the club, but in particular to suit the person taking on the role e.g. their current commitments, skills, time constraints etc.

ROLE TITLE: Chairperson

RESPONSIBLE TO: The Club Management Committee

SKILLS REQUIRED:

- Enthusiastic
- Well organised
- Prepared to make a regular time commitment
- Prepared to make instant decisions when necessary
- Confident at keeping order during meetings.

#### MAIN DUTIES:

1. Take responsibility for managing the management committee and the affairs of the club
2. Oversee and guide all decisions taken by the management committee and sub committees
3. In liaison with the Volunteer Co-ordinator, oversee the work of all officers
4. In conjunction with the secretary, prepare and present the annual report
5. Liaise with the secretary on the Agenda for each meeting and approve the minutes before they are circulated
6. Be completely familiar with the constitution, club rules, committee procedures and the SDS rules and regulations
7. Liaise with the Treasurer to ensure that funds are spent properly and in the best interests of the club
8. Help to prepare and submit any statutory documents that are required (e.g. VAT, grant aid reports)
9. If unable to attend any committee meeting, a written report should be sent to the meeting and the Vice Chairman briefed on the Agenda.

TIME COMMITMENT:.....

SIGNATURES: Chairperson .....

Date .....

Secretary .....

Date .....



## 5 Appendices

### Role Description Template – Co-ordinator for the Protection of Children, Young People and Adults at Risk

The template below provides some ideas for the type of skills and duties that can be included on a role description for a Co-ordinator for the Protection of Children, Young People and Adults at Risk. The duties should be amended, improved, added to or deleted to suit the circumstances of the club, but in particular to suit the person taking on the role e.g. their current commitments, skills, time constraints etc.

ROLE TITLE: Co-ordinator for the Protection of Children, Young People and Adults at Risk

RESPONSIBLE TO: The Club Management Committee

SKILLS REQUIRED:

- Approachable with friendly manner
- Good listener
- Well organised
- Motivated

#### MAIN DUTIES:

1. Ensure that the policies and procedures for the protection of children, young people and adults at risk are understood and adhered to by all members
2. Establish and maintain the complaints procedures
3. Attend the scUK workshop 'Safeguarding and Protecting Children' (renewable every three years).
4. Be familiar with current child protection legislation and The Children Act 1989.
5. Understand the SDS procedures, rules and regulations for the protection of children, young people and adults at risk
6. In the event of a complaint being made ensure that the complaints procedures are met and see the procedures through to the final decision.
7. If unable to attend any management committee meeting, report / apologies should be sent to the secretary.

TIME COMMITMENT: .....

SIGNATURES: Coordinator for the  
Protection of Children, Young  
People and Adults at Risk .....

Date .....

Chairperson .....

Date .....





## 5 Appendices

### Role Description Template – Club Helper

The template below provides some ideas for the type of skills and duties that can be included on a role description for a Club Helper. The duties should be amended, improved, added to or deleted to suit the circumstances of the club, but in particular to suit the person taking on the role e.g. their current commitments, skills, time constraints etc.

ROLE TITLE: Club Helper

RESPONSIBLE TO: Head Coach

SKILLS REQUIRED:

- Ability to motivate performers and communicate effectively
- Sound organisational skills
- Good time management skills

#### MAIN DUTIES:

1. Under the direction of the coach, work with a small group of participants to help them achieve the aims of the session, whether it be practising skills or playing a game
2. Take on an organising / supervisory role at the beginning and end of the session and during breaks
3. Keep a register of those attending, along with details of any particular needs they have and emergency contact numbers (parental consent forms for those under 18)
4. Ensure that you are well briefed about any special needs of the participants involved i.e. levels of fitness, significant medical conditions, physical, learning or sensory disabilities
5. In liaison with the Head Coach ensure that the playing area is safe to use.
6. Identify, if required and in line with club procedures, additional volunteers to assist in the running of club activities e.g. parents
7. Be aware of and follow the procedures for recording accidents
8. Be aware of the clubs Health & Safety policy and Emergency Procedures and take their own responsibility for Health & Safety.

TIME COMMITMENT: .....

SIGNATURES: Club Helper .....

Date .....

Chairperson .....

Date .....



## 5 Appendices

### Role Description Template – Coach

The template below provides some ideas for the type of skills and duties that can be included on a role description for a Coach. The duties should be amended, improved, added to or deleted to suit the circumstances of the club, but in particular to suit the person taking on the role e.g. their current commitments, skills, time constraints etc.

**ROLE TITLE:** Head Coach / Coach / Assistant Coach  
It is suggested that separate role descriptions are written for each coach.

**RESPONSIBLE TO:** The Club Management Committee / Head Coach (as appropriate)

**SKILLS REQUIRED:**

- Motivate performers and volunteers
- Provide structured planning and make best use of time available
- Show an appropriate level of technical knowledge
- Analyse skills and make improvements

**MAIN DUTIES:**

1. Consult with team captain / manager / organiser about the aims of the sessions
2. Brief all helpers and assistant coaches on the aims of the session and the purpose of each activity. Involve all helpers and make sure they are made aware of the value of their input
3. Liaise with the club management committee to ensure there are regular, appropriate, competitive opportunities for members
4. Ensure that you are well briefed about any special needs of the participants involved i.e. levels of fitness, significant medical conditions, physical, learning or sensory disabilities
5. Plan and deliver coaching sessions appropriate to the ability of participants
6. Identify and recruit, in line with club procedures, additional volunteers to assist in the running of club activities e.g. parents
7. Provide information on where the participant can continue in the sport, and liaise with SDS and other branches to access regional and national structure for talented performers
8. Abide by and promote sound ethics and club policy; protection of children, young people and adults at risk, fair play and equal opportunities to all members
9. Take responsibility for ensuring equipment is correct and is kept in good working order
10. The coach should be aware of the clubs Health & Safety policy and Emergency Procedures and take their own responsibility for Health & Safety.

**TIME COMMITMENT:** .....

**SIGNATURES:** Coach .....

Date .....

Chairperson .....

Date .....



## 5 Appendices

### Role Description Template – Publicity Officer

The template below provides some ideas for the type of skills and duties that can be included on a role description for a Publicity Officer. The duties should be amended, improved, added to or deleted to suit the circumstances of the club, but in particular to suit the person taking on the role e.g. their current commitments, skills, time constraints etc.

**JOB TITLE:** Publicity Officer

**RESPONSIBLE TO:** The Club Management Committee

**SKILLS REQUIRED:**

- Enthusiastic
- Well organised
- Prepared to make a regular time commitment
- Confident and imaginative

#### MAIN DUTIES:

1. Take responsibility for publicising the club, its events and members
2. Liaise with the Chairperson to promote the Club
3. Build a list of local media contacts
4. Collate the results / match reports and send to the local / national press
5. Produce press releases / articles to promote and publicise the club through the media
6. Invite the press to attend club events and crucial matches
7. Keep a record of all press cuttings, radio and TV coverage
8. If unable to attend the committee meeting, send a written report to the secretary
9. Liaise with the Sponsorship / Events Officer regarding potential sponsors.

**TIME COMMITMENT:** .....

**SIGNATURES:** Publicity Officer .....

Date .....

Chairperson .....

Date .....



## 5 Appendices

### Role Description Template – Treasurer

The template below provides some ideas for the type of skills and duties that can be included on a role description for a Treasurer. The duties should be amended, improved, added to or deleted to suit the circumstances of the club, but in particular to suit the person taking on the role e.g. their current commitments, skills, time constraints etc.

JOB TITLE: Treasurer

RESPONSIBLE TO: The Club Management Committee

SKILLS REQUIRED:

- Well organised
- Able to keep records
- Confident about handling figures and money
- Honest
- Prepared to make a regular time commitment

#### MAIN DUTIES:

1. Responsible for the club finances
2. Deal efficiently and effectively with all invoices and bills
3. Keep up to date records of all the financial transactions
4. Ensure that funds are spent properly
5. Issue receipts and record all money received
6. Attend committee meetings and present the budget report
7. Prepare the end of year accounts to present to the auditors
8. In agreement with the committee plan the annual budget
9. Monitor the budget throughout the year.

TIME COMMITMENT: .....

SIGNATURES: Treasurer .....

Date .....

Chairperson .....

Date .....



## 5 Appendices

### Role Description Template – Volunteer Co-ordinator

The template below provides some ideas for the type of skills and duties that can be included on a role description for a Volunteer Co-ordinator. The duties should be amended, improved, added to or deleted to suit the circumstances of the club, but in particular to suit the person taking on the role e.g. their current commitments, skills, time constraints etc.

**JOB TITLE:** Volunteer Co-ordinator

**RESPONSIBLE TO:** The Club Management Committee

**SKILLS REQUIRED:**

- Approachable and a good listener
- Well organised
- Able to delegate
- Confident and effective communicator
- Enthusiastic and a good motivator
- Tactful and discreet
- Prepared to make a regular time commitment

#### MAIN DUTIES:

1. Supervise / oversee all club volunteers
2. Ensure that opportunities for feedback and training are provided
3. Act as the main contact for all volunteers
4. Liaise with the Chairperson to ensure that all tasks required to run the club efficiently are carried out
5. Ensure that each task has been assigned to a volunteer
6. Ensure that each volunteer understands their job and their role within the organisation
7. Get to know all club volunteers and potential volunteers by name
8. Ensure that all jobs have a job description – consult with volunteers and management committee to write job descriptions
9. Motivate volunteers through recognition and feedback
10. Co-ordinate the 'volunteer of the year' award
11. Co-ordinate the implementation of the volunteer recruitment plan
12. Annually monitor and evaluate the plan for effectiveness, and report back to the committee.

**TIME COMMITMENT:** .....

**SIGNATURES:** Volunteer Coordinator .....

Date .....

Chairperson .....

Date .....



## 5 Appendices

### 5.3 Appendix III



Scottish Disability Sport (formerly the Scottish Sports Association for Disabled People [SSAD]) was formed in 1962 to encourage the development of sport and physical recreation for disabled people throughout Scotland.

Scottish Disability Sport (SDS) is the governing and co-ordinating body of all sports for people of all ages and abilities with a disability. SDS is a pan disability organisation that has charitable status and is recognised by **sportscotland** as the lead agency in disability sport north of the border. SDS is a member organisation of the British Paralympic Association and works closely with Scottish Local Authorities and Scottish Governing Bodies of Sport. SDS became a Company Limited by Guarantee in 2003 and has been fortunate to attract on to the Board committed volunteers who have an interest in sport and / or disability. At one time SDS was led entirely by volunteers. In order to 'change with the times' and ensure it is 'fit for purpose' SDS has taken on a highly proficient staff team to work in conjunction with its committed volunteers for the benefit of its many athlete members.

Development Plans shaped the work of SSAD during the 70s and 80s and 'Changing with The Times' 1 and 2 identified the priorities of the newly established Scottish Disability Sport up until 2005. The current Strategic Plan entitled 'Towards London and Beyond 2006 - 2012' clearly outlines how SDS plans to lead the development of sport in Scotland for people of all ages and abilities with a physical, sensory or learning disability. SDS has four priorities for 2006 to 2012. These priorities are central to all Association work and influence the way specific objectives are met. SDS will:

- support the development of a sporting pathway for young people with a physical, sensory or learning disability
- encourage and support Scottish athletes with a disability to realise their full potential in sport
- recruit new partners involved in physical activity and / or disability and further develop existing partnerships
- work with regional coaching partnerships to access the very best of education and leadership for athletes and volunteers.

In order to achieve the strategic goals outlined for 2012 SDS will focus on the following key areas – Developing the Sports, Education & Training, Governance and Communication. Within each of the key areas expected outcomes and targets by 2012 have been identified.

Membership of SDS is restricted to affiliated local Branches. These Branches are independent constituted bodies and registered charities in their own right. They are financially independent of SDS and are governed by individual Management Committees. SDS has no financial control over these independent bodies. SDS has 16 Branches across Scotland ranging from the Scottish Highlands to the Borders. A description of the Highland Branch follows detailing some of the activities carried out and the opportunities provided by the Branch network.



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### Highland Disability Sport

Highland Disability Sport is a branch member of Scottish Disability Sport and was formed in 1982. Its main role is to promote, foster and develop sport or leisure activities in the Highlands for people with disabilities regardless of their age and ability and to encourage integration with mainstream sports clubs.

It organises local annual sports events and co-ordinates teams to participate in National Competitions organised by Scottish Disability Sport. There are six local area groups working round the Highlands supporting and delivering a range of sports activities that allow participants the opportunity to try out different disciplines competitively or non competitively.

In 2005 over 300 school age children and over 300 adults participated in the Highland Disability Sports programme supported by a team of dedicated coaches and volunteers. About 150 representations were made at National competitions over various sports.

For further details about Scottish Disability Sport please contact:

e-mail: [admin@scottishdisabilitysport.com](mailto:admin@scottishdisabilitysport.com)

Scottish Disability Sport  
Caledonia House  
South Gyle  
Edinburgh  
EH12 9DQ

Tel. 0131 317 1130  
Fax. 0131 317 1075



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### 5.4 Appendix IV

#### Disclosure checks for Sport Club Volunteers

The United Nations Convention on the Rights of the Child (1989) states that each child has the right to protection from all forms of abuse, neglect or exploitation. It also states that children have the right to express their views on any issues or decisions affecting them and to have those views taken into consideration.

The Children (Scotland) Act 1995 legislated for these rights and placed a duty on anyone aged 16 or over, who has care and control of a child, to do all that is reasonable in the circumstances to safeguard a child's health, development and welfare. **'The welfare of the child is paramount'** – consequently the sharing of information and other steps to ensure that children are protected should take precedence over other concerns.

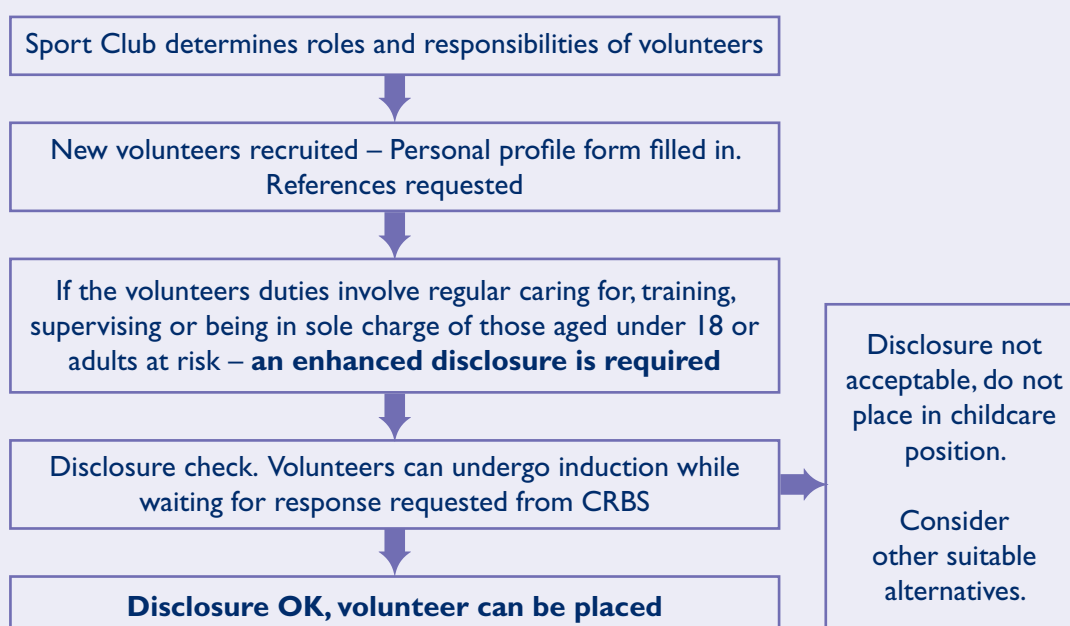
For more information please refer to the [www.childprotectioninsport.org.uk](http://www.childprotectioninsport.org.uk) website.

#### Who do I need to check?

Sport clubs need to undertake disclosure checks for anyone, paid or unpaid:

- Whose normal duties include caring for, training, supervising or being in sole charge of children, young people and adults at risk
- Whose normal duties involve unsupervised contact with children, young people and adults at risk under arrangements made by a responsible person (i.e. somebody legally entitled to have charge of the person or to make arrangements for that person's care) or
- Whose normal duties include supervising or managing an individual in a child care position.

#### Flowchart





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### 5.5 Appendix IV

#### Person Specification Form

##### Volunteer Registration Details

This form is to be completed by anyone wishing to be a volunteer for the organisation. The definition of a volunteer is anyone who will work in any voluntary capacity, this will include: escorts, coaches, carers, drivers and helpers. This includes anyone volunteering on a 'one off basis' for a particular event.

What is / will be your main role:

Sports Coach ☐ Sport(s) \_\_\_\_\_ Committee Member ☐

Fund raising ☐ Driver ☐ General Events ☐ Other ☐

Details \_\_\_\_\_

Surname \_\_\_\_\_ Title (Mr / Mrs etc.) \_\_\_\_\_

Forename(s) \_\_\_\_\_

Date of Birth \_\_\_\_\_ Place of Birth \_\_\_\_\_

Current Address \_\_\_\_\_

\_\_\_\_\_

Previous Address (If under three years at current) \_\_\_\_\_

\_\_\_\_\_

Contact Tel. No. (Day) \_\_\_\_\_ Evening \_\_\_\_\_

Current Occupation \_\_\_\_\_

Employer Name and Address \_\_\_\_\_

\_\_\_\_\_

Phone Number \_\_\_\_\_ Start Date \_\_\_\_\_

Previous Occupation \_\_\_\_\_

Employer Name and Address \_\_\_\_\_

\_\_\_\_\_

Phone Number \_\_\_\_\_

Start Date \_\_\_\_\_ Finish Date \_\_\_\_\_



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Previous experience of working with disabled people and children in a voluntary capacity

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Do you have any relevant qualifications e.g. first aid

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Within the last 12 months have you been subject to a Criminal Records Bureau ENHANCED Disclosure process?

Yes ☐ No ☐

Please give details below of two referees, one of whom should be your current employer (if applicable) :

Name \_\_\_\_\_ Name \_\_\_\_\_

Title \_\_\_\_\_ Title \_\_\_\_\_

Organisation \_\_\_\_\_ Organisation \_\_\_\_\_

Contact Address \_\_\_\_\_ Contact Address \_\_\_\_\_

---

---

Tel No. \_\_\_\_\_ Tel. No. \_\_\_\_\_

The branch reserves the right to contact referees. Should there be any reason that you do not wish us to contact those persons you have listed please give details below.

### Declaration

I declare that the information given in this form is accurate and correct, I understand that the branch reserves the right to seek references with regard to this application.

Signed \_\_\_\_\_ Date \_\_\_\_\_

This form must be fully completed and signed. Return to below.

---





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### 5.6 Appendix VI

#### Volunteers Code of Conduct

##### Disability Sports Club (DSC)

DSC is committed to the highest standards of sport and expects all coaches and volunteers to honour and observe the following code.

##### Respect for Others

- I will respect the rights, dignity and worth of athletes, coaches, other volunteers, friends and spectators within DSC.
- I will treat everyone equally regardless of gender, religion, ethnic origin or ability.
- I will be a positive roll model for athletes.
- I will respect the talent, developmental stage and goals of each athlete.

##### Be Professional and Responsible

- My manner, language, punctuality and preparation will be of a high standard expected by DSC.
- I will display control, respect, dignity and professionalism to all involved and associated with DSC (Coaches, Athletes, Opponents, Team mates, Officials, Administrators, Parents and Spectators).
- I will encourage athletes to demonstrate the same qualities.
- I will refrain from any form of personal abuse towards athletes and others, including verbal, physical and emotional abuse.
- I will be watchful to any form of abuse directed towards athletes in my care from any other sources.
- I will be knowledgeable about the sports rules required for each sport I coach.

##### Health and Safety for the Athletes

- I will ensure that the equipment and facilities are safe to use
- I will ensure that the equipment, rules training and the environment are appropriate for the age and ability of the athlete.
- I will be aware of limitations to each participant that is highlighted on any medical information submitted to the club / group I am assisting with.
- I will maintain the same interest and support to any injured and sick athletes.

I understand that if this Code of Conduct is violated in any way, it could prohibit me from being a coach / volunteer in DSC.

Signed: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_



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### 5.7 Appendix VIII

#### Volunteer Case Studies

##### **JOSIE AITKINS**

##### **Coach and Organiser for DISC Inverness (Highland Disability Sport)**

Josie started volunteering with the Inverness Down Syndrome charity when her daughter Laura was just six month old. As Laura got older, Josie could not find enough opportunities for her daughter in sport and physical activity. “There was nothing out there in sport” says Josie.

As a result Josie became one of the founding members of DISC three years ago. DISC is a multi sport club, which provides a range of activities and sports to encourage disabled athletes to experience a variety of sports. DISC is more than just a sport club it is also a social platform with regular excursions and gatherings on the agenda.

Josie had no coaching qualification when she became involved just a lot of enthusiasm and she liked playing games with her children. Three years on Josie holds several coaching qualifications from Athletics level 1 and Basketball to Handball and Cricket. She is also hoping to complete her Community Sport Leader Award soon. “The coaching qualifications have given me the confidence to go out there and teach children in sport, I now feel that I know what I am doing” Josie says.

And are all the hours Josie puts in worth it? “Oh yes, seeing what people get out of it makes you feel so good about what you do. I love volunteering with the DISC group.”

##### **ANNA TIZZARD**

##### **Ex Paralympic Athlete, Coach and SDS Board Member**

As a disabled athlete I have been involved in disability sport since the age of three. My main

sport was swimming which I loved.

When I lived in England I participated in sport and was never approached to fulfil any other roles. However, when I moved to Scotland I was asked by Richard Brickley to be a volunteer for my local branch and get more involved with swimming coaching. Since the early 1990s I have been a support member of staff for Scottish teams, been a committee member within my local branch and Scottish Disability Sport, been a staff member at the SDS Junior Summer Camps, delivered SDS training and been a coach both locally and at the national swimming squad training days and weekends etc, etc. The list goes on and on, but the benefits to me have been amazing.

I would never have become a Volunteer if I hadn't been asked. My branch paid for me to take swimming coaching qualifications and encouraged me to improve my sports leadership skills. I had excellent mentors, Richard Brickley and Judy Black, who taught me many of the skills that I still use today.

If I had still lived in England I am convinced my working career would of been very different. I now work in the sport and leisure industry as a Sports Development Officer. It is the skills and confidence that I learnt in my voluntary role within my local branch and Scottish Disability Sport that has given me the ability to make a positive difference in my working career.

##### **LAUREN MacTAGGART**

##### **Coach and SDS Board Member**

My involvement with disability sport started when I did a university placement in my second year with the then Glasgow City Voluntary Sector (GCVS). Following this placement I became involved in disability sports coaching for Glasgow City Council. During this time I started volunteering with the Glasgow Eagles Basketball Club. I initially started out helping the coaches and gaining more experience. My responsibilities



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increased when some of the coaches moved on so I became the coach for the women's team. I have been coaching this team for approximately four years and in this time I have taken two women's teams to the Special Olympics Summer Games in Glasgow and I am currently training the women's team for the Special Olympics World Summer Games in Shanghai.

I had little experience of coaching a basketball team prior to my involvement with the Glasgow Eagles. In the past four years I have developed my knowledge and confidence in my ability when coaching basketball and also when coaching people with a disability.

### **MICHAEL McCREADIE** **Ex Paralympic Athlete and Coach**

I became involved in disability sport at the National Games in 1968 whilst competing in basketball, swimming and track. When I began in sport there were no coaches so I was self taught. It was not until I reached International standard that thing began to change and the British Paralympic Association (BPA) ensured that more specialised coaches were involved. When I became Great Britain's Basketball coach in 1984 / 1994 I was not asked for any qualification (I did obtain my coaching qualification from Scottish Basketball during that period) and I have since taken up coaching in Boccia and Curling.

In nearly 40 years involved with disability sport I have gained a great deal of knowledge at managerial / coaching level in six Paralympic Games and numerous World and European Championships which I have passed on to my fellow athletes.

In my present sport Curling, without volunteers our sport would not exist. My desire would be that the athletes themselves would take up coaching opportunities in whatever sport they do. There are many avenues available these days. Organisations like SDS, **sportscotland**, the British



Paralympic Association, and the SIS are much more professional in the field of disability sport. The people employed by these organisations are of the highest calibre. It is my experience that some governing bodies make decisions regarding disability sport without seeking advice from the people that matter, the athletes themselves.

Things have really changed over the past few years. People with a disability are on a par with able-bodied athletes, particularly at elite level. At the end of the day we must not forget the future of disability sport. There must be awareness provided for athletes especially at local level. This cannot happen without dedicated volunteers. SDS ensures that there are pathways for youngsters to reach the very top and the higher the expertise of the coaches the more medals SDS athletes will put on the podium.

### **KATE CAITHNESS** **Vice President World Curling Federation**

I became involved with disability sport through the introduction of wheelchair curling. In 1999 while attending the World Curling Federation Annual Assembly as a Representative for the Royal Caledonian Curling Club (RCCC), curling for people with a disability was first mentioned. I was very interested and returned home to Scotland and asked permission from RCCC to move this forward in Scotland.

My first port of call was to set up a meeting with



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Gavin Macleod from Scottish Disability Sport. It was a very productive meeting and Gavin and I decided to go to Crans Montana, Switzerland to the World Handi Ski Championship where a demonstration of wheelchair curling was taking place. There were three teams taking part one from Sweden and two from Switzerland. A workshop was held to move the sport forward and I was delighted to become involved. I was instrumental in introducing rules for the sport which are still in place today.

I spent the next year travelling round various ice rinks in Scotland introducing wheelchair curling through 'Come & Try' sessions. Thereafter the Scottish Wheelchair Curling Association (SWCA) was formed in partnership with SDS, **sportscotland** and the RCCC.

The relationship in particular with SDS has proved invaluable and the success of wheelchair curling in Scotland can be attributed in no small way to this partnership. SDS through their branch network was instrumental in sourcing individuals who wished to try wheelchair curling. They educated me and the ever increasing band of volunteers in working with and understanding the varying disabilities.

Funding of course is an issue and once more SDS came to the rescue with the help of **sportscotland** and various charitable organisations. This money allowed the SWCA to send teams to represent Scotland at International Events which of course included the World Championships. It was also used to set up wheelchair curling clubs throughout Scotland and at present there are nine clubs affiliated to the RCCC. Wheelchair curlers were welcomed at their local ice rinks and many incorporated within able bodied teams and competitions. Funds were raised at many ice rinks to assist in the development of wheelchair curling. There has been and is very good sponsorship for the sport and SWCA have received donations from generous benefactors.

The sport has developed principally due to

the successful partnership of RCCC, SDS and **sportscotland** along with all the coaches and volunteers at the various ice rinks throughout Scotland who are now dedicated to promoting wheelchair curling.

A 'hard nosed' sports journalist who was reporting on wheelchair curling for the first time at the 2005 World Championship called me over and said "Well Kate, I came to watch wheelchair curling and after only 30 minutes I am watching curling from athletes in chairs". This is precisely how I perceive sport for athletes with disabilities.

However first and foremost curling is a sport to be enjoyed no matter your ability or disability. The people I have met in disability sport be they athletes or volunteers could teach so many of us how to enjoy life to the full. I count myself extremely fortunate to have played a part in the development of the sport and continue to enjoy being part of disability sport both nationally and internationally.

### **MAIRI MacMASTER** **Boccia Volunteer**

I've been involved with disability sport as a volunteer for the past seven years. My volunteering role started after my daughter went to a multi sports day and tried Boccia for the very first time and came home raving about this new sport she had discovered, and this was the first time we had seen her so animated and enthusiastic about a sport, since she had started to use a wheelchair three years earlier.

I approached our local disability sports officer, who had encouraged her to go along and asked where she could play this new sport which I knew nothing about. His answer was there was not a Boccia specific club in Dundee but what was needed was for parents like me to get something off the ground. And that's where it all began.

I had several meetings with the sports officer



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and he encouraged and guided me through the first steps of setting up a club. We applied for a Start Up Grant from the Dundee City Disability Sports Committee which we were lucky enough to be given. This helped us buy equipment and we got some coaching training.

We eventually got a small committee together and in May 2002 we opened the new Dundee Boccia Club with two member players. This seemed like a major task at the time, but we never dreamed that our little club would go on to such great achievements. Within our first year the club grew to a membership of ten, one of whom became Scottish Junior Champion and went to represent Scotland in the European Championships in Portugal in 2005.

Taking on the position of Chairperson of the club, I was ambitious in fund raising, publicising and promoting the club and its members and trying to give them every opportunity to develop their skills to whatever level they wanted to achieve. Although the club has had too many success stories to mention, I still maintain it is a club for every player whatever your level of skill or ambition.

We now have the club two sessions per week,

one hour on a Tuesday evening and two hours on a Saturday. I have been lucky enough to have been given this chance to do something good through giving up initially just an hour of my week. I have chosen to give more of my time because I found this type of work so captivating. I also volunteer for three days every July to help with the SDS summer camp in Largs, which is such an exhausting and exhilarating experience.

Getting involved in it is such good fun and you learn so much through the experience and training you get involved in. But the best thing I find about volunteering is the fantastic sense of fulfilment when you see someone you have been working with and encouraging them to keep trying, achieving the goal they have been working towards. I have recently gained employment and this was due in part to the experience and confidence I have gained through the volunteering work I have been involved in with SDS.

Volunteering is about communicating and motivating and if you can give a little of these, you will be rewarded by receiving back so much more. Even if you only have one spare hour per week, and would like to volunteer, do it today.





## 6 Acknowledgements

Many people have helped produce this pack. Our thanks go to Charlie Forbes, Highland Council, Disability Sports Development Officer; Dagmar Borrowman, Volunteering in Sport: Regional Development Officer for Highland; Christine Mullen, **sportscotland** Partnership Manager: Volunteering; **sportscotland** Development Manager: Disability Sport; Scottish Disability Sport and the Branch Network and finally all the volunteers who contributed quotes, comments and their personal time during consultation.

### Need More Help?

If you require any further information or assistance, please feel free to contact Scottish Disability Sport Head Office in the first instance:

Scottish Disability Sport  
Caledonia House, South Gyle  
Edinburgh, EH12 9DQ  
Tel: 0131 317 1130  
Fax: 0131 317 1075  
Email: [admin@scottishdisabilitysport.com](mailto:admin@scottishdisabilitysport.com)



*“The best thing I could do as a volunteer would be to ensure that, when the day comes and I decide to hang up my volunteer boots because I am too old and decrepit, the club will be in good hands through other volunteers.”*

*Janice Eaglesham, Coach*









SCOTTISH DISABILITY SPORT

LEADING THE DEVELOPMENT OF SPORT IN SCOTLAND FOR PEOPLE OF ALL AGES AND ABILITIES WITH A PHYSICAL, SENSORY OR LEARNING DISABILITY

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