



VOLUNTEER POLICY



WEIGHTLIFTING IRELAND

Weightlifting Ireland - Volunteer Policy Statement

Weightlifting Ireland (WI) is the National Governing Body for Olympic Weightlifting in Ireland., WI is affiliated to the Sport Ireland. WI either monitors or directly organises local, provincial, national and international weightlifting coaching courses, training events and competitions.

Volunteers are an integral part of the organisation, without whom WI and the sport of weightlifting would be unable to function. We encourage volunteers to become involved at all levels of the organisation and within all appropriate activities. We provide training and support to our volunteers and aim to act quickly and fairly if difficulties arise. Volunteering is vital to the growth and improved structure of our clubs.

There are opportunities for everyone to become involved, for example: -

1. **Club Administration and Management:** Key roles that ensure the smooth running of a club include Chairperson, Secretary, Treasurer, Registrar, Public Relations Officer, Children's Officer, Club Officers and coaches
2. **Coaching:** Every club requires WI up to date registered and qualified coaches. We offer a clear coach education and training pathway.
3. **Officials:** Officials play an important role in making weightlifting competitions and events run smoothly. Volunteers can train as Referees, through the courses run by WI. Competitions also require volunteers to carry out many other tasks from loading the bar, to administration, catering and equipment set up, for example.
4. **Weightlifting Ireland Board.** The WI Board is also made up of volunteers.

This policy document outlines the general principles that apply within volunteering within the sport of weightlifting.

Volunteer Policy Guidelines

1. General principles

1.1 Purpose of document

The purpose of this document is to provide guidance on all aspects of volunteering in weightlifting. It should be viewed in conjunction with our Child Protection Policies and information.





1.2 Responsibility

Weightlifting Ireland is responsible for ensuring that the policy and the procedures in this document are implemented efficiently and effectively. The document applies to all volunteers from Board Members, coaches, to occasional club level and event volunteers.

1.3 Eligibility

Weightlifting Ireland welcomes and values people from all walks of life, who can commit time and effort to volunteering within the organisation & its clubs.

1.4 Working conditions

Volunteers will be treated equally and fairly and will be provided with training and support.

1.5 Working times

Volunteering times are negotiated between the volunteer and their local club or with Weightlifting Ireland, as appropriate. Volunteers are asked to follow through on the time commitments made and to inform either Weightlifting Ireland or their club when they are unable to attend as agreed, so alternative arrangements can be made.

1.6 Appropriate behaviour

Volunteers are expected to work within the policies and procedures of the Weightlifting Ireland Code of Ethic and Good Practice in Children's sports and to uphold its ethos. As representatives of the organisation, they are responsible for presenting a positive image of the sport.

1.7 Representing Weightlifting Ireland & affiliated clubs

Volunteers must seek prior approval from the Weightlifting Ireland and affiliated clubs before undertaking anything that might affect the organisation as a whole. This includes, but is not limited to, statements to the press, joint initiatives with other organisations, and agreements involving contractual or financial obligations.

1.8 Confidentiality

Weightlifting Ireland and affiliated clubs respect the volunteer's right to privacy and confidentiality. In turn, volunteers are responsible for maintaining the confidentiality of all privileged information to which they are exposed while volunteering with the sport.

1.9 Records

Records may be maintained on all event volunteers. Name role at event and membership number only.

1.10 Termination of service

This is at the discretion of Weightlifting Ireland and the volunteer's affiliated club, who may at any time, and for whatever reason, terminate the volunteer's relationship with the organisation. Notice of such decisions should be communicated at the earliest opportunity, in writing, setting out the reasons for termination. All volunteers are entitled to appeal the decision under the Weightlifting Ireland's dispute resolution process. Similarly, volunteers may at any time, and for whatever reason, also decide to stop volunteering.





2. Recruitment

2.1 Volunteer's role descriptions

Volunteers require a clear and accurate description of the tasks and responsibilities they are expected to undertake. Prior to any volunteer recruitment, a role description should be developed for each voluntary opportunity. This should include (if applicable) the title of the role; starting and finishing dates; times and place of work; name of supervisor and tasks to be undertaken. If appropriate, a brief person specification may also be drawn up.

2.2 Applications

Volunteers may be actively recruited by the organisation or may apply speculatively or come via volunteers from affiliated clubs.

2.3 Interviews

If necessary, applicants may be short listed and invited to attend an informal chat to ascertain their interest in and suitability for a particular role. Written records of all such meetings should be kept. All unsuccessful candidates are thanked for applying and encouraged to reapply for other volunteering opportunities, either current or future.

2.4 Checks for suitability

National Vetting and references (safe recruitment) are always completed if the role requires it. Additional checks may also be carried out (for example, validating professional & sporting qualifications). Volunteers are always advised in advance of the intention to make these checks. If they refuse permission and cannot provide an acceptable reason for this, they will not be considered for the position.

2.5 Appointment

Formal appointments are made only after the role description has been agreed and all necessary safe recruitment checks have proved acceptable.

2.6 Probation

Volunteer placements should be subject to an initial trial period, at the end of which, the affiliated club or Weightlifting Ireland board meets with the volunteer to discuss progress. At this point, volunteers may continue in their current role, be reassigned to a more suitable role, or one or other party may decide that the placement should be terminated.

3. Training

3.1 National Vetting & Safeguarding Training

A potential volunteer must obtain a Garda Vetting disclosure through Weightlifting Ireland BEFORE they can start working with children or vulnerable adults. Basic child safeguarding training must also be completed before taking up a post.

3.2 Induction

Volunteers should receive basic induction from their club when they start volunteering. This should include a general introduction to Weightlifting Ireland and the local club involved, as well as specific input on the purpose and requirements of their volunteering role.

3.3 On-the-job training

Volunteers receive on-the-job training to provide them with the information and skills





necessary to perform their prescribed tasks competently. They should have a named mentor or supervisor.

3.4 Additional training

Volunteers are actively encouraged to identify training courses, seminars, conferences, and so on, which would help them to perform their roles better and which would aid their personal development.

3.5 Training through Sport Ireland & Weightlifting Ireland

Both organisations offer a range of training in Child Safeguarding, Refereeing and Coach Education.

4. Supervision

4.1 Supervisors

A volunteer should have a clearly identified supervisor to support and guide them.

4.2 Supervision sessions

Volunteers should have formal opportunities to meet with their supervisor for feedback, discussion and planning.

4.3 Concerns and grievances

If volunteers are not satisfied that issues relating to their volunteering are being handled appropriately, they are entitled to have their concerns reviewed by the club board or management committee, who should take appropriate action. Weightlifting Ireland can be consulted if required.

5. Support and recognition

5.1 Support

Weightlifting Ireland endeavours to provide the support necessary to encourage and empower volunteers in their voluntary work for the organisation.

5.2 Recognition

Volunteers provide a unique service to the sport of weightlifting, which could not operate without them. Their efforts should be acknowledged and appreciated by all members.

5.3 Expenses

Volunteers give their time and skills free of charge, so reasonable pre-approved out of pocket expenses, incurred while volunteering, should be covered by Weightlifting Ireland. The costs of volunteering should not be allowed to discourage those from getting involved.

5.4 Insurance

Appropriate insurance is provided by Weightlifting Ireland to cover all Weightlifting Ireland members and volunteers during their WI activities.

5.5 Personal and vocational development

Volunteers are encouraged to develop their skills while involved with the organisation and are assisted into assuming additional and greater responsibilities over time, if they desire this.



