



Volunteer Policy

1. Purpose

This document serves as a guide for Volunteers at Nenagh Golf Club. In their roles as volunteers, it identifies what is expected of them and how various other policies that apply to them.

2. Scope of Policy

This Policy applies to all members who provide voluntary help or services to the club volunteers and staff involved in internal and external communications within the Club.

3. Policy

3.1 Club Responsibilities:

- Informs the volunteers about the club, it's values, policies and procedures, including a code of conduct.
- Provides a clear Role description, and estimation of the time commitment required.
- Provides consistent guidance and support to any volunteer through a specific point-of-contact.
- Provides feedback opportunities where opinions are valued and concerns addressed promptly.
- Recognises and appreciates the time and contribution of volunteers.
- The Club has a duty-of-care to manage safeguarding risk, health and safety and protection of volunteers, the club and others.

3.2 Volunteers Responsibility

- Treat fellow volunteers, members and staff with respect.
- Respect and adhere to club policies and procedures.
- A volunteer may have access to certain sensitive club information, by virtue of their role, and should maintain confidentiality when this situation arises.
- A volunteer should take the necessary steps to avoid a conflict of interest, personal or professional, if the case arises.
- Notify the relevant people as early as possible if unable to attend, or unable to continue their volunteer position.
- Offer feedback to the relevant committee or point-of-contact in relation to their role description or their own personal volunteer experience.
- Accept the right of the club to dismiss any volunteer for poor performance/attendance



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4. Enforcement

Serious breaches may result in disciplinary action, in line with the club's Disciplinary and Grievance procedure