

Hockey Ireland Volunteer Policy

Hockey Ireland is dependent on volunteers and as a volunteer-led sport's governing body places great importance on their input in all aspects of the organisation. This Volunteer policy demonstrates how we value our volunteers. We want to assure the volunteers that we appreciate their contribution to our organisation. We are dedicated to ensuring that Volunteers have a quality volunteer experience which is both productive and rewarding.

Volunteers can expect to:

- Be thanked and to have their voluntary contribution recognised
- Receive supervision and support
- Get something out of the work for themselves
- Know who to go to if there is a problem
- Be informed whether they are reimbursed for out-of-pocket expenses incurred when volunteering
- Make mistakes and learn from them
- Be made aware of complaint and grievance procedures
- Be made aware of how issues or difficulties will be dealt with
- Be treated fairly and not to experience discrimination
- To work in as safe an environment as possible
- Be informed about, and given the opportunity to play an active part in the organisation as a whole
- Be able to say 'no' and to leave without feeling guilty

Volunteers are asked to:

- Respect the values and aims of the organisation
- Accept and abide by the Rules, Bye-laws, policies and procedures of Hockey Ireland
- Be committed, aim for high standards and giving your best of your skills and abilities
- Be reliable and give the organisation sufficient warning if unable to turn up
- Be punctual
- Attend essential training and support sessions
- Undertake the work to a high standard
- In relation to your sport: Be fair, impartial and honest and apply the Rules of the Game

Hockey Ireland is expected to:

- Ensure the volunteering experience is a rewarding one
- Respect all volunteers and listen to what they have to say
- Ensure equal access and not to discriminate

- Define clear, meaningful roles for volunteers
- Have policies and procedures for volunteers
- Provide all necessary information to volunteers
- Be available for volunteers
- Provide training where necessary
- Thank and value volunteers
- Provide insurance cover
- Inform volunteers of any legal liabilities
- Supervise and to provide support
- Reimburse out-of-pocket expenses
- Provide a safe working environment
- Have procedures in place for dealing with complaints and grievances
- Have procedures in place for dealing with issues or difficulties that may arise

Hockey Ireland is asking the volunteers:

- When required by law or regulation, to be a part of a screening process which includes Garda Vetting
- For certain qualities and skills in volunteers
- To understand and buy into the organisation ethos
- To sign a volunteer agreement or 'contract'
- For tasks to be done in a particular way, to a certain standard and within certain timeframes
- To see through their time commitment
- For reliability
- For punctuality
- To leave if their involvement hinders the organisation achieving its goals

Copyright, intellectual property and Photography

The rights to any 'original' works that you may produce in the course of your volunteering will belong to Hockey Ireland, unless otherwise agreed. Examples of this include; photography, written work, manuals, course material and presentations. We may use photographs of volunteers carrying out their roles for promotional purposes and these may be published for example on our website or in a leaflet. If you don't want us to use your image, please make sure you contact the Hockey Ireland Office.

Social Media

Hockey Ireland has a social media policy that states:

Hockey Ireland recognises and encourages the use of personal accounts on social media to keep in touch with friends and to communicate with the outside world.

In using social media in relation to activity within Hockey Ireland you are expected to

- Ensure that the information you share is not in conflict with policies or our ethos or could bring the organisation and the sport of hockey into disrepute
- Use common sense when posting anything online
- Only post things you are happy to repeat and remember what you say online can sometimes never be withdrawn or erased and can never be deemed 'private'
- Respect people and respect confidentially, data protection and personal privacy

Media relations

No comments or interviews should be given to media unless your role specifically includes talking to representatives of the media. In general media relations are handled by our staff and/or designated media liaison persons. Any requests should therefore be referred to Hockey Ireland staff or the designated media liaison person.

Safeguarding

Sport Ireland and Sport NI published Safeguarding Guidance for Children & Young People in Sport in 2019. This major joint publication recognised the commitment of both Councils to ensure that young people are safeguarded in their participation in sport in the island of Ireland. The Code has been adopted and implemented by Hockey Ireland in its Code of Ethics.

Whistle-blowing

What is whistle-blowing? Whistle-blowing, as used in this document, refers to the disclosure of information relating to suspected concerns about the safety and welfare of young people in Hockey Ireland. Hockey Ireland encourages people to raise concerns or report suspected wrongdoing as soon as possible. Any concern is taken seriously and investigated appropriately.

Raising concern

Concerns should be reported to the National Children's Officer (NCO) who will investigate the report.

An investigation may be carried out by alternative individuals appointed by the NCO or the CEO. Where possible the identification of the whistle-blower will remain confidential; however, if a report is required for the statutory authorities or the matter is required to be dealt with through our complaints and disciplinary process it may be necessary for the whistle-blower to be identified. Where a whistle-blower can be identified the NCO will report directly back to the individual on the conclusion of an investigation. If the whistle-blower does not feel the concern has been dealt with the matter should be reported to the CEO. Anonymous reports are dealt with through the same process; however, it is not possible to report back to the whistle-blower in this case.

How are concerns dealt with?

Practices found to be in contradiction of this document or Hockey Ireland rules or code of conduct, an investigation will be dealt with by submission of findings to the NCO through the complaints and disciplinary procedures unless the matter is a concern of abuse which will be reported to the statutory authorities as detailed in the Recognising and Reporting Child Abuse Policy. If a reported matter is found to be a malicious false allegation this may be subject to a disciplinary process. The whistle-blower may report their concerns directly to the statutory authorities or submit a complaint to the appropriate body in Hockey Ireland if they do not feel the matter has been adequately dealt with. The act of whistle-blowing is a respected process in Hockey Ireland.

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