

## Information Sheet

### Volunteer Charter

Volunteers are an essential and invaluable part of the Royal Yachting Association.

We want people volunteering with us do so within a positive and supportive environment.



### Key Principles

- RYA volunteers are seen as an essential, unique and invaluable part of the RYA, *complementing and supporting* the work of employed staff.
- RYA volunteers are people who, of their own free will contribute their time, energy and skills to benefit our sport.
- RYA volunteering is unpaid and there is no payment or expectation of payment. This is readily distinguishable from reimbursement of expenses which ensures that volunteers are not out of pocket as a consequence of their volunteering.
- RYA volunteers are a key group of individuals within the organisation and should be represented at all levels of decision making.

In adopting this charter the RYA's purpose is to encourage best practice in volunteer management, seeking always to develop the quality of volunteering opportunities. This charter seeks to provide overall guidance and direction to its employees and volunteers and to demonstrate that the RYA recognises its obligations to its volunteers.

The RYA does not seek to establish any form of contract with individuals, as volunteering is binding in honour only, the relationship is not intended to be legally binding.

### We (the RYA) commit to the following:

- To ensure that all volunteers are properly integrated into organisational structure and that staff, at all levels, work positively with volunteers and actively seek to involve them in the work of the organisation.
- To consult with volunteers and keep them informed of changes, to make it clear what is expected of volunteers and to provide them with regular feedback.
- To try to match volunteers' needs and motivations to those of the RYA.
- To recognise that volunteers require satisfying work and personal development, to seek to help volunteers meet these needs and to provide induction, training, information and support as necessary to the role being undertaken.
- To provide each volunteer with a contact member of staff so that they can give the RYA feedback regarding their experience of volunteering and receive information, feedback and support from the organisation.

- To assist volunteers in carrying out their roles by providing induction, training, information and support necessary to the role being undertaken.
- To recognise volunteers' contribution.
- To have an understanding of the need for flexibility within the role.
- To provide adequate insurance cover for volunteers whilst undertaking duties approved and authorised by the RYA.
- To implement policies and procedures to ensure compliance with equal opportunities, health and safety and other legal requirements and to support best practice in volunteering.
- To endeavour to resolve any problems, grievances and difficulties which may be encountered while volunteering and provide an opportunity to discuss the issues in an appropriate manner.

### Volunteers are requested to:

- Observe the policies, procedures and rules of the RYA as they apply to the activity for which they volunteer
- Show diligence and a duty of care to other RYA volunteers, employees and members. They should familiarise themselves with the policies and procedures, especially those relating to Health and Safety and Child Protection
- Show respect for fellow RYA volunteers, employees, and members.
- Respect all confidential information relating to the RYA and its members
- Return immediately on request any document materials or other property which are held on behalf of the RYA and its members
- Avoid any word or deed that will bring the RYA and its members into disrepute

The Royal Yachting Association is committed to the principle of equality of opportunity and aims to ensure that all present and potential participants, members, instructors, coaches, competitors, officials, volunteers and employees are treated fairly and on an equal basis, irrespective of their gender, age, disability, ethnic origin, colour, religion or belief, social status or sexual orientation

### Further Information

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