

SCOTTISH BORDERS

# *Volunteering in* **SPORT** Guide for *CLUBS*



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## WHY THIS GUIDE?

This guide for sports clubs and organisations has been produced by Scottish Borders Council and Volunteer Centre Borders (VCB) in an effort to help you to recruit, retain and reward volunteers in sport.

Volunteers are often the backbone of sports activity. From coaching to committee work to helping to plan and organise activities, they provide a vital service that many rely on.

Through this guide we seek to ensure that all volunteers are treated equally and fairly and that sport in the Scottish Borders embraces volunteers of all ages, cultures, genders, backgrounds and experiences.

The guide aims to take you through the volunteering process – from planning for volunteer involvement right through to rewarding and recognising volunteers for their efforts. We will give you ideas on how to select and recruit along with some thoughts on how to retain your volunteers once they are working with you.

At the back of the guide we have included some pro-formas of some of the forms and documents mentioned in the text along with information on where to find further information.

We hope that you will find this guide useful, informative and valuable.

### **Did you know that in Scotland:**

- Sports volunteers form a quarter of all volunteers
- There are 150,000 regular sports volunteers in Scotland
- Of young people volunteering, 47% are in sport
- 4 out of 5 coaches in Scotland are volunteers



# GETTING STARTED – PLANNING FOR VOLUNTEER INVOLVEMENT

It is essential that planning for volunteering starts early. Do not leave it too late!  
Start thinking about your needs and set some short, medium and long term goals.

## Find out:

- What are the tasks and jobs that need to be done and what do they involve?
- What kind of people is your club looking for – what type of skills?
- How much time will be needed?
- Will you be able to help training?
- Where are you going to find your volunteers?

A good way to start is to appoint a Volunteer Coordinator. With the help and support of the Club or Organisation, they can take responsibility for recruiting and retaining other volunteers. Clubs without Volunteer Coordinators will need to identify a suitable person. This may be someone already in the club or you might want to think about advertising

for someone. Either way it needs to be someone who is equipped with the right skills and knowledge needed to carry out the role. If training for Volunteer Coordinators is required this can be made available and later sections of this guide give more details on this.

## **GETTING THE VIEWS OF YOUR CLUB MEMBERS**

Talking to a range of club members early on to get their views is often a good idea particularly if there is a high turnover of volunteers or a reluctance of club members to become too involved. There are various ways to do this. One way might be to do a simple and quick SWOT analysis – identifying the Strengths, Weaknesses, Opportunities and Threats relating to volunteering in your club.

Another method is to send round a quick questionnaire to volunteers and members. This will give you a good picture of the current situation

### **QUESTIONS FOR VOLUNTEERS**

might include aspects such as;

- What is their role in the club and how long have they been doing it
- Are there other roles they would be interested in
- Would they benefit from sharing their role with others
- Have they received sufficient training?
- Do they have a named person to contact if they encounter a problem in their role?
- Would they benefit from any other support or supervision?
- Do they feel the club values their contribution?
- Is there anything else that the club could do to recognise their contribution?

### **QUESTIONS FOR CLUB MEMBERS**

might include:

- Would they be willing to volunteer?
- What roles would interest them?
- How much time could they give?

- Would they be interested in helping at events or competitions?
- Are there any reasons that would make it difficult for them to volunteer?
- What is their role in the club and how long have they been doing it?
- How could the club help in overcoming these barriers?

### **QUESTIONS FOR ANY STAFF MEMBERS**

might include:

- Do they have contact with volunteers?
- Would they benefit from training in volunteer management?
- Have they encountered any difficulties in working with volunteers?
- Would they like to involve more volunteers in club activities?
- Which areas would benefit from greater volunteer involvement?

You will need to decide how many people to contact and which method is most appropriate for your club.

# ACTION PLANNING

Once you have the information on what your club needs you can start the Action Plan process. This is essentially a plan which will tell you where you are now, where you want to be and what you need to do to get there.

The consultation process may well identify some key themes for you to take forward in any action plan. This might be about the types of volunteers you need, the number you need, the amount of work you are asking them to do and so on.

## THE 3 R's

In volunteering there are essentially 3 R's

- Recruitment
- Retention
- Recognition and reward

It is important that you consider all of these together in your action plan and that you adopt a structured approach from the outset.

Taking a structured approach will undoubtedly pay dividends in the long run. The best way to do this is to put in place a Volunteer Policy with clear procedures and guidelines. This will not only set down clear 'rules' for everyone to follow but can be distributed amongst members and volunteers so everyone knows what to expect.

## VOLUNTEER POLICY

A Volunteer Policy sets down the aims, objectives and values of your club and outlines the role that volunteers have in it. It will address what your club expects from its volunteers and equally what volunteers can expect from the club. The Policy should leave no one in doubt as to why volunteers are involved and what roles they carry out. A sample Volunteer Policy is included at the back of this guide.

## **VOLUNTEER GUIDELINES**

The Volunteer Guidelines should be a simple outline of processes and procedures that are adopted by the club to support volunteering from initial recruitment right through to a volunteers exit from their role.

### **The following might be included:**

- Recruitment and selection process
- Induction and training
- Support and supervision
- Code of conduct
- Insurance
- Expenses

The following sections of this guide look at some of these elements in more detail.

# RECRUITING AND SELECTING VOLUNTEERS

Once you have your Action Plan in place you can start the process of recruiting and selecting your volunteers. A good place to start is to prepare some Role Descriptions

## **ROLE DESCRIPTIONS**

Try to be as clear as possible right from the outset, on what the volunteering job involves. You need to have an outline of the tasks involved so potential volunteers know what is expected of them and the time commitment that they will need. This should not be a detailed Job Description with a list of expected duties and outcomes. Rather, it should seek to provide constructive yet flexible guidance on the role and be conveyed in a 'fun' way.

One of the things you will need to do is to list the types of skills and experiences you are looking for. Do people really need to understand your particular sport? Can you help people to gain the particular skills they need? Can roles be split between people to utilise skills and avoid people becoming overburdened? How can you make your volunteers feel valued? Can you offer them training?

A sample role description is contained at the back of this guide

## **SELL THE BENEFITS**

At all times remember to keep selling the benefits of volunteering – making new friends, helping the team to success, being part of a successful team, developing skills and being valued for even the smallest contribution.

Bear in mind it is also easiest to recruit the right person for the role if you target your message to them. Consider what motivates people to volunteer and tailor your message accordingly. For example if you want to attract parents then highlighting the benefits to the kids is more likely to encourage them to get involved.

## RECRUITING

When you have decided on the type of job you would like the volunteer to do and the type of person you need to do it, you can start the recruitment process.

Often the best place to start is to ask those around you – mums, dads, friends.... don't forget there are a lot of people in the wider community who may have time and skills that you could use. It will be important to make people feel excited about the prospect of joining your club. **Remember volunteers will only become involved in your club if they are motivated to do so.**

### Other ways to recruit might include;

- Asking parents to take on volunteering roles when their children join your club
- Encouraging existing volunteers to promote the benefits of volunteering to potential volunteers
- Articles and advertisements in the media and on websites
- Engaging with schools, colleges and universities to encourage student volunteering
- Putting together information leaflets telling potential volunteers about the club, the jobs that need done and who to contact if they feel they can help.

## GETTING HELP FROM OTHERS

Bear in mind that there are organisations both in the Borders and further afield who can help you in this process. One such organisation is **Volunteer Centre Borders (VCB)**. VCB are often described as a 'dating agency or Job Centre' for volunteers. People looking to volunteer register with them as do organisations looking to recruit. The Volunteer Centre then matches the individual with an appropriate placement. Why not identify which roles can be advertised externally and register your club for free with the Volunteer Centre?

**VCB** may also be able to help you in a variety of other ways from help on volunteer policies to all sorts of advice on the management of volunteers.

CONTACT THEM AT:

### VOLUNTEER CENTRE BORDERS

**Riverside House  
Ladhope Vale  
Galashiels, TD1 1BT  
tel: 0845 602 3921**

Or visit their website:

**[www.vcborders.org.uk](http://www.vcborders.org.uk)**

If you are looking for help with coaching in particular then SportBorders or the Scottish Borders Council's Sports Development Unit may also be able to help. They keep a wealth of information on experienced coaches who may be able to support your club as well as organising training courses for volunteers looking to become involved in coaching.

CONTACT THEM AT:

**SCOTTISH BORDERS COUNCIL**  
**Sports Development Unit**  
**3 St John Street,**  
**Galashiels,**  
**TD1 3JX**  
**tel: 01896 756274**

Or visit their website:  
[www.sportborders.org.uk](http://www.sportborders.org.uk)

**ACTIVE SCHOOLS** also provides links between clubs and potential volunteers. Their focus is on encouraging sports related activities in local schools in particular. With Volunteers sitting at the heart of their work they may be able to help you. Contact your local school and ask to speak to the Active Schools Coordinator or

CONTACT THEM AT:

**ACTIVE SCHOOLS SCOTTISH BORDERS**  
**Volunteer Hall**  
**St John Street,**  
**Galashiels,**  
**TD1 3JX**  
**Rick Kenney**  
**Sport & Recreation Manager**  
**tel: 01896 759579**  
**email: rkenney@scotborders.gov.uk**

## THE APPLICATION PROCESS

Once you have in place your Role Descriptions and have set about recruiting your volunteers you need to think about the application process.

**The main methods that could be used include:**

- An Informal chat
- References
- An Application form
- Taster sessions/shadowing

If you have never met the person before it is important that you arrange a chat with them to make sure you want them and they want you! You need to tell them

about your club and the role of volunteers, any training that is available and your expectations of them. Likewise they need to tell you how much time they have available, what they want out of the volunteering experience, their skills and interests and the names of potential referees.

## **DISCLOSURE CHECKS**

If your volunteers are to be in regular contact with young people, advise them that they will need to have a Criminal Records Check. If you are likely to be working with children or vulnerable adults, the club or organisation must check you are not on the list of people disqualified from working with children. The only way for them to do this is for them to arrange a Disclosure Check.

### **The following websites will provide you with further detailed information:**

Central Registered Body in Scotland (CRBS)  
**[www.crbs.org.uk](http://www.crbs.org.uk)**

Disclosure Scotland  
**[www.disclosurescotland.co.uk](http://www.disclosurescotland.co.uk)**

Care Commission  
**[www.carecommission.com](http://www.carecommission.com)**

In addition Volunteer Centre Borders website **[www.vcborders.org.uk](http://www.vcborders.org.uk)** also contains further information on the processes involved in undertaking Disclosure Checks.

## **STARTING OFF – THE INDUCTION PROCESS**

Retaining your volunteers is all about keeping them motivated and enthused whilst at the same time meeting the needs of your club. Keeping volunteers motivated is absolutely vital.

Once appointed you need to make your volunteers feel welcome.

### **At the outset you should:**

- Make sure they have a named contact that they can go to for any help they might need
- Think about having a buddy system for new or less experienced volunteers
- Make sure they understand exactly what they are meant to be doing
- Provide them with a list of key contacts, names, addresses and phone numbers
- Provide them with any lists of fixtures, meetings or any events they might need to attend
- Give them details of what expenses can be claimed and the procedure for doing this

- Give them copies of any operating policies or procedures, including child welfare protection practices
- Inform them of any training that may be needed (coaching, first aid, health and safety etc) and how this will be provided (in house/external)

## **INSURANCE**

It is important that all clubs or organisations check their insurance once a year. Insurance should cover volunteers against liability for injury or damage connected with club activity if due to the negligence of the club.

## **EXPENSES**

It is generally good practice for clubs or organisations to pay volunteers for out of pocket expenses or costs incurred while carrying out their role. This should include travel expenses. The procedure for claiming expenses should be clear and simple. Further information on Volunteer Expenses is contained in the appendix at the back of this guide.

## **Did you know that:**

Statistics prove that the only reason that a lot of people don't volunteer is because they have never been asked!



# RETAINING YOUR VOLUNTEERS

The best way to retain volunteers is to keep them motivated and make them feel they are wanted.

## Consider some of the following questions:

### About your individual volunteers:

- Are they performing well and enjoying what they are doing?
- Could they be doing more?
- Are they doing the job you asked them to do at the outset or has it grown into something else?
- Do they need any further help or support?

### About your volunteer team:

- Are they working well as a team?
- If people have opted out – ask why
- Do you have gaps in the team?
- Are tasks being shared?
- Are the right people doing the right tasks?
- Do you need to offer more training?

### About yourself:

- How well do you think you are managing your volunteer team?
- What do you think you are doing well?
- Are you enjoying your role?
- Are there things you think you could improve?

## THE IMPORTANCE OF COMMUNICATION

Many volunteers stop volunteering when they feel overloaded, 'put upon', feel they are going to be asked to volunteer for life or get fed up doing the same thing all the time. Holding regular chats with your volunteers either individually or as a team are essential if you want to maintain their motivation and enthusiasm.

Time must be found to not only thank your volunteers but to listen to them and to seek their views on how things are going.

## **PUTTING SUPPORT IN PLACE**

When a volunteering role becomes too much for one person consider splitting it into two or more smaller parts. Think about the tasks that need done, when they need to be done (daily, weekly, monthly etc) and where they could be done (eg at the club, away from the club etc). This may well result in the role being broken down into more manageable parts.

Volunteer training opportunities should also be looked at. Much of this might be done 'on the job', perhaps with the help of other maybe more experienced team members. Other training opportunities might include:

- **ATTENDING COURSES** SportBorders is a support system designed to sustain and develop coaches, leaders and volunteers in sport in the Scottish Borders. They organise runningsport workshops that are the ideal way for you and your volunteers to get to grips with all of the key issues facing volunteers in sport. Each of their workshops is specifically designed by subject specialists who are not only experts in the topic, but also understand how it relates to sports volunteers. The workshops, which take place at locations across the Region, offer the opportunity to compare notes with other

clubs and sports volunteers in your area. To find out more about these courses visit [www.sportborders.org.uk/coach-development-workshops.html](http://www.sportborders.org.uk/coach-development-workshops.html)

- **SPECIALISED SHORT TRAINING SESSIONS** for Volunteer Coordinators, managers or supervisors is something else you might want to consider. Such sessions which are often run by Volunteer Centre Borders can include elements such as - Reducing Barriers to Volunteering, Supervising Volunteers and so on.

## **SUCCESSION PLANNING**

To ensure you have the right people in the right place at the right time it will be important to think about planning ahead and avoiding any 'volunteer stagnation'. Think about creating new challenges for your volunteers, offer them the chance to try out something new or shadow someone else in another role and encourage them to identify someone who could take over their current duties.

# RECOGNITION AND REWARD

If you are to maintain the motivation and enthusiasm of your volunteers and maximise their contribution to your club or organisation, it will be important to recognise and reward their commitment.

All too often a volunteers role is taken for granted. Make sure your club or organisation recognises volunteers' efforts regularly... remember it doesn't cost anything to say thank you. This can be done face to face, by a phone call, a card and so on. This might be from the Chairman, the players, the Volunteer Coordinator or another Committee member.

Players in particular should recognise and value the importance of all the voluntary work that goes on, often behind the scenes.

## **Some ideas to reward and recognise your volunteers**

- Awards and recognition events – These might range from Annual end of season awards or recognition events of a relatively formal nature to monthly 'team helper' awards where the players or team might determine which volunteer they wish to recognise each month.
- Local Sports Council Awards – put your volunteers forward for one of the Scottish Borders Sports Council 'Service to Sport' awards which recognise the contribution made by volunteers in the local community
- MV Awards – Sign young volunteers up for an MV Award – a national recognition scheme. (Volunteer Centre Borders will be able to help and advise you further on these awards and the process involved)
- Prizes – Giving an appropriate prize or gift, e.g. a youngster might appreciate some kit or ticket to a game... a mum who has helped with the catering throughout the season might appreciate a meal out.
- Social events – these can also be used as a good way to recruit if volunteers bring friends and family.

- Local media – Putting features or articles in the local media about the valuable contribution that volunteers make.
- Facilities and perks – allow use of facilities and offer perks such as free trips or tickets to events
- Feedback – Providing constructive feedback to your volunteers and discussing with them opportunities to develop their skills and any additional training opportunities that they may benefit from.
- References – providing a reference can also be a good practice way of recognising a volunteers achievement. Young people in particular may find this very useful when applying for jobs or courses.

At all times it will be important to try to vary the reward or recognition and ensure that it is appropriate to the individual volunteer.

## REMEMBER.....

Maintaining motivation  
and enthusiasm is key to  
volunteering

## APPENDIX

# SAMPLE - VOLUNTEER ROLE DESCRIPTION

### **VOLUNTEER ROLE:**

#### **Purpose of the role:**

This description should attract and motivate volunteers.

#### **Main tasks:**

Try not to be too rigid and inflexible, consider what the volunteer wants to do.

#### **Desired skills, qualities and experience:**

Note the word 'desired'! - try not to put people off by outlining a list of qualifications.

#### **Training and support:**

Remember to include a named contact and details of expenses if relevant.

Where and when / time commitment:

## APPENDIX

# SAMPLE - VOLUNTEER POLICY

An effective policy framework helps to ensure that volunteers remain a reliable, effective and valued resource; and when a situation arises you won't have to think about how to handle it, it will be outlined for you. Your policy should ideally be a short, user-friendly document. A policy must also be a real working document. The following sample is provided as a guide to help you develop your own policy. It won't work if you just paste in the name of your organisation!

### **INTRODUCTION**

[Your Club] exists to... (mission statement or aims and objectives)

**In line with this mission (Your Club) seeks to involve volunteers to:**

- ensure our services meet the needs of our members
- provide new skills and perspectives
- allow our sport to be enjoyed within the local community
- increase our contact with the local community that we serve

[State the reasons relevant to your club]

## PRINCIPLES

(Your Club):

- Recognises that voluntary work brings benefits to volunteers themselves, to members and participants and to paid staff.
- Will not introduce volunteers to replace paid staff.
- Recognises that volunteers require satisfying and motivating roles and will seek to help volunteers meet these needs, as well as providing training to help them to do their work effectively.
- Will endeavour to provide additional training and opportunities for personal development.
- Will endeavour to identify and cover the costs of expenses for volunteers.
- Recognises that the management of volunteers requires a designated person.

(State the principles relevant to your club)

## APPENDIX

# SAMPLE - VOLUNTEER PROCEDURES

The following guidelines deal with practical aspects of the involvement of volunteers.

### **RECRUITMENT & SELECTION** (state your club's practice)

Recruitment of volunteers will generally be from all sections of the community and will be in line with (Your Club) Equal Opportunities Policy.

People interested in becoming volunteers with (Your Club) will be invited for an informal talk with the appropriate contact person. They will be given an information pack including general information about the club and specific information on the volunteer post in which they are interested. All volunteers will be asked to complete a simple application form and to supply two written references.

Any volunteers that will be in charge of children or vulnerable adults and/or are in a position of trust will be asked to provide information about any criminal convictions and complete a disclosure check. This information will be dealt with in the strictest confidence and will not necessarily prejudice the person being accepted for voluntary work.

## **VOLUNTEER AGREEMENTS AND VOLUNTARY WORK OUTLINES**

Each volunteer will be given a role description and a Volunteer Agreement containing full information about their chosen area of work and a clear idea of their responsibilities and (Your Club's) responsibilities to them. Neither of these documents is a contract; (Your Club) has no intention of creating a contract with any volunteers.

## **EXPENSES**

All volunteers will have their travel and other expenses reimbursed. (Provide details here of how they can be claimed, i.e. monthly, weekly etc)

## **INDUCTION AND TRAINING**

All volunteers will receive an induction into (Your Club) and their own area work. Training will be provided as appropriate. Where possible, volunteers will be entitled to receive additional training.

## **SUPPORT**

All volunteers will have a named person as their main point of contact. They will be provided with regular support to feed back on progress, discuss future development and air any problems.

## **INSURANCE**

All volunteers are covered by (Your Club's) insurance policy whilst they are on the premises or engaged in any work on (Your Club's) behalf. (Does your insurance policy cover volunteers for accidents they cause or suffer?)

## **HEALTH AND SAFETY**

Volunteers are covered by (Your Club's) Health and Safety Policies a copy of which is available on request.

## **CHILD PROTECTION**

A Sports Club operates a child protection policy in respect of both paid staff and volunteers. Volunteers will be expected to have an understanding of and commitment to our child protection policy. This may include attending training depending on the voluntary role.

## **CONFIDENTIALITY AND CODE OF CONDUCT**

Volunteers will be expected to adhere to club rules, promote the club in a positive way and respect confidentiality.

## **PROBLEMS**

(Your Club) has a procedure to help deal with grievances that volunteers may have. In line with this procedure volunteers have the right to discuss any concerns they may have with their named contact at any time.

If the contact person is unable to resolve the problem they will refer the matter to the Club committee, with the permission of the volunteer.

(Your Club) has a policy on how it will deal with any disciplinary issue regarding a volunteer a copy of which is available on request.

## **ENDINGS**

On the basis of their voluntary work, volunteers will have the right to request a reference.

# APPENDIX SAMPLE - VOLUNTEER INDUCTION CHECKLIST

The purpose of an induction is to ensure that volunteers feel welcome, understand their role and how their contribution will benefit the club.

At a basic level, regardless of their role, every volunteer needs to know what they have to do and who their contact person is. However, in a defined role an induction should cover more information, relevant to that role.

NAME OF VOLUNTEER:		ROLE:
ITEM	COMPLETED	DATE/ INITIALS
<b>BASIC INDUCTION:</b>  Key contact person Outline of role Additional Induction Information:  Copy of role description Contact details of key people within the club Introduction to key persons Overview of club structure and activities Details of expenses that can be claimed and how to do it Facilities, equipment and storage Child Protection Policy Health & Safety, first aid procedures Code of conduct Club rules Training opportunities  Other policies and procedures applicable to the club and role:		

# EXPENSES

## **SOME GUIDANCE ON EXPENSES**

Paying expenses to volunteers is common practice for many organisations. For others however, expense payments are apparently out of scope due to funding restrictions. Some organisations, even major nationals, pay expenses but risk falling foul of legislation.

### **Key Points**

- Only reimburse volunteers for expenses actually incurred in the course of their volunteering.
- If you can't afford volunteer expenses now, cost them into future funding applications, or consider applying for a small grant specifically to cover expenses. Ensure adequate record keeping of expense payments. This is evidence for funders, and it covers your volunteers' backs in the case of Benefits Agency or Tax enquiries.

## **WHY PAY EXPENSES?**

In order to include people on low incomes. Paying expenses can also be a way of increasing a volunteer's sense of being a part of the organisation. And if a volunteer doesn't want to accept the expense payments, get them to claim their expenses and donate them back to the organisation. It is well worth setting up a system for this that keeps the process simple.

## **WHAT SHOULD WE PAY?**

The mantra is only reimbursing actual expenses. If you give volunteers extra cash, or set amounts that don't reflect actual costs, you are seriously at risk of falling foul of minimum wage legislation. This also puts volunteers' benefits at risk and can leave them liable for taxation.

### **Reasonable expenses include:**

- Travel to and from the place of volunteering
- Travel in the course of volunteering
- Childcare
- Food and refreshments while volunteering
- Postage, telephone calls etc. paid for by volunteer
- Cost of equipment, protective clothing etc.
- Attendance at training events and courses
- Travel

# OTHER RESOURCES AND SOURCES OF INFORMATION

## LOCAL

**SPORTBORDERS** is a support system designed to sustain and develop coaches, leaders and volunteers in sport in the Scottish Borders. SportBorders has a key role in improving the infrastructure of education, training and the development of sport in the community.

### It's main aims are:

- To increase the quantity of coaches, leaders and volunteers in order to support and maximize sporting opportunities within the Scottish Borders.
- To develop the quality of sports coaching through an integrated sport specific and generic coach education and mentoring programme. The

development of Sport in the Borders has been prioritized through identification of target sports that provide a focus for the work of the Council's Sports Development Unit.

**VISIT:** [www.sportborders.org.uk](http://www.sportborders.org.uk)

**VOLUNTEER CENTRE BORDERS** is part of a national network that provides information, advice and support to people who are thinking about volunteering or for existing volunteers. They also work closely with groups and organisations that need volunteers as well as providing information and guidance on issues such as volunteer insurance, expenses and information on good practice.

**VISIT:** [www.vcborders.org.uk](http://www.vcborders.org.uk)

**SCOTTISH BORDERS ACTIVE SCHOOLS** team are responsible for developing and supporting an infrastructure for Active Schools within the school and wider community. The fundamental aim of the Active Schools Network is to offer all children and young people the opportunities and motivation to adopt active, healthy lifestyles, now and into adulthood. They do this by recruiting, supporting and sustaining a network of volunteers, coaches, leaders and teachers who in turn deliver physical activity and sport before, during and after school and in the wider community.

**VISIT:** [www.sportborders.org.uk/active-schools.html](http://www.sportborders.org.uk/active-schools.html)

**LOCAL SPORTS COUNCILS** are the voluntary bodies representing sports clubs in particular geographical areas. In the Scottish Borders there are 4 Local Sports Councils – Ettrick and Lauderdale, Tweeddale, Roxburgh and Berwickshire. They represent a significant number of sporting interests within local communities. They deliver events and sports opportunities and act as a liaison body with the local authority, leisure trust and elected members. They also provide financial support in the form of grant aid to support volunteer training, equipment and facilities. Further information on the Scottish Borders Sports Councils can be obtained from the Scottish Borders Council Sports Development Unit

**VISIT:** [www.sportborders.org.uk/sports-council.html](http://www.sportborders.org.uk/sports-council.html)

## NATIONAL

**SPORTSCOTLAND** is the national agency for sport in Scotland. You can look up and access all National Governing Bodies (NGB) from the Sportscotland website as well as accessing information on sport in general including careers in sport, coaching courses, news and events.

**VISIT:** [www.sportscotland.org.uk](http://www.sportscotland.org.uk)  
or go straight to the volunteering pages:  
[www.sportscotland.org.uk/volunteering](http://www.sportscotland.org.uk/volunteering).

**SPORTS LEADERS AWARDS** can be done by anyone who is 14 or over. There are several options and as part of your course you lead a sport or physical activity session as a volunteer. You can do this at school, college or through your local leisure centre.

**VISIT:** [www.sportsleaders.org](http://www.sportsleaders.org)

**CHILD PROTECTION IN SPORT** is a partnership between Children 1st and Sportscotland. Its aim is to help sports organizations to put safeguards in place to keep children and young people safe. They offer advice, consultancy and training on the development and implementation of child protection policies and procedures.

**VISIT:** [www.childprotectioninsport.org.uk](http://www.childprotectioninsport.org.uk)

**RUNNINGSPORT SCOTLAND** supports sports volunteers and the people who manage them. Whatever the sport they have resources available to help in aspects such as recruiting volunteers, saving time, and accessing funding.

**VISIT:** [www.runningports.org](http://www.runningports.org)

**HELP 4 CLUBS** provides Sports Clubs with practical advice about how to manage and develop their activities. It gives guidance on running effective clubs, provides template documents for many administrative functions, case studies on how clubs have organized their affairs, suggestions for increasing income and links to other useful sources of help (including sports development officers employed by local authorities and sports national governing bodies).

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

**SCOTTISH SPORTS ASSOCIATION** brings Scottish sports governing bodies and recreation organizations together in a group which strives to make sure that sports policies work in practice. It brings together government, business, the voluntary sector and other key organizations to strengthen and promote sport in Scotland. Its members represent thousands of sports clubs across Scotland including the many volunteers and regular participants within these clubs

**VISIT:** [www.scottishsportsassociation.org.uk](http://www.scottishsportsassociation.org.uk)

**SCOTTISH ASSOCIATION OF LOCAL SPORTS COUNCILS** is a 'not-for-profit' national organisation supporting our member Local Sports Councils to deliver quality local sport and physical activity opportunities to their local communities. With a membership of over 50 Local Sports Organisations from all over Scotland, in total representing almost 10,000 sports clubs, SALSC is a truly Scottish association. We work in partnership with key bodies such as sportscotland and the Scottish Government to develop sport and volunteering in sport at the local, grass roots level to ensure everyone in Scotland has access to quality opportunities to get physically active.

**VISIT:** [www.salsc.org.uk](http://www.salsc.org.uk)



**THIS VOLUNTEERING IN SPORT –  
GUIDE FOR CLUBS**, has been produced by

Scottish Borders Council in partnership with Volunteer Centre Borders. A related Guide – Volunteering in Sport – Guide for Volunteers has also been produced aimed primarily at giving advice and guidance to potential new volunteers.

You can get this document on tape, in large print, and various other formats by contacting us at the address below. In addition, contact the address below for information on language translations, additional copies, or to arrange for an officer to meet with you to explain any areas of the publication that you would like clarified.

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