

Policy	Volunteer Policy Statement
Approved By The OHI Board	December 2024
Next Review	December 2026

1. Introduction

Volunteers are a vital part of Olympic Handball Ireland (OHI). Their passion, time, and skills help drive our mission to promote and develop handball in Ireland. This policy outlines how OHI recruits, supports, and manages volunteers, ensuring a meaningful and positive experience for all parties involved.

2. General Principles

1. Value of Volunteers

OHI views volunteers as a cornerstone of our organization. They are encouraged to engage at all levels, from grassroots activities to strategic initiatives.

2. Inclusivity and Accessibility

OHI is committed to inclusivity and welcomes volunteers from all backgrounds, including underrepresented groups and individuals with disabilities. We will provide accommodations where needed to ensure accessibility and equity.

3. Alignment with Strategic Goals

Volunteer contributions are aligned with OHI's mission to grow the sport of handball and strengthen community engagement. Each role is designed to support our organizational objectives.

3. Volunteer Recruitment

1. Role Descriptions and Specifications

- All roles will have a clear description, including responsibilities, time commitment, supervisor details, and required skills.
- Role descriptions will be reviewed annually for relevance and updated if needed.

2. Recruitment Process

- Volunteers will be recruited through an open and transparent process, aligned with OHI's Equal Opportunities Policy.
- Interested individuals can apply using a standard application form or by submitting a CV.

3. Interviews and Checks

- Informal interviews will be undertaken to ensure suitability and mutual alignment of expectations.
- References and, where appropriate, background checks will be completed with the volunteer's consent.

4. Appointment and Probation

- Formal appointments are made once role descriptions are agreed upon and checks completed.
- A one-month probation period will allow both the volunteer and OHI to assess suitability.

4. Volunteer Training and Development

1. Induction

All volunteers will receive an induction covering:

- OHI's mission, vision, values and operations.
- Role-specific tasks and expectations.
- Relevant policies and procedures.

2. On-the-Job Training

- Volunteers will receive ongoing support and training tailored to their role's requirements.

3. Additional Development Opportunities

- Volunteers are encouraged to identify relevant training courses or events. OHI may fund these opportunities, subject to budget availability and priority will be given to long-standing volunteers.

5. Support and Supervision

1. Lines of Communication

- Open and transparent communication will be maintained with volunteers through regular updates, memos, and meetings, specific to their volunteer role.
- Volunteers will have access to all relevant information for their roles.

2. Supervision and Feedback

- Supervisors will meet volunteers regularly to provide guidance and support, give feedback, review their performance, and plan future tasks.
- Volunteers will be consulted on decisions affecting their work.

3. Performance Management

- OHI staff will regularly acknowledge and thank volunteers for their efforts.
- For underperformance, corrective actions (e.g., training, reassignment) will be taken in consultation with the volunteer.

4. Volunteer Well-being

- OHI prioritizes the safety and mental health of all volunteers.

Volunteers will have access to support resources, including a confidential point of contact for concerns.

6. Volunteer Conduct and Responsibilities

1. Code of Conduct

- Volunteers must adhere to OHI's ethos and policies, acting as positive ambassadors for the organisation.
- A zero-tolerance policy exists for harassment, abuse, or discrimination.

2. Confidentiality

- Volunteers are expected to respect and uphold OHI's confidentiality standards regarding sensitive information.

3. Representation

- Volunteers will escalate for prior approval where any requested actions or statements might impact OHI (e.g. media engagements or contractual commitments).

7. Recognizing and Rewarding Volunteers

1. Formal Recognition

- Volunteers' contributions will be celebrated through events (e.g., International Volunteer Day) and tokens of appreciation (e.g., certificates, awards).
- Exceptional contributions will be recognized formally internally (eg thankyou in post event award ceremony) and externally (e.g., nominated to Federation of Irish Sport Volunteer in Sport Awards, public acknowledgments).

2. Informal Recognition

- OHI staff will regularly acknowledge and thank volunteers for their efforts.

3. Expense Reimbursement

- Volunteers will be reimbursed for any reasonable expenses incurred during their work. Procedures for claiming expenses will be outlined and available to all.

8. Safety and Insurance

1. Health and Safety

OHI ensures a safe working environment for all volunteers and will provide necessary equipment and training to minimize risks.

2. Insurance

Volunteers are covered under OHI's insurance policy while working on approved tasks. A sign-in procedure may be required to manage this coverage.

9. Exit Procedures

1. Exit Interviews

- Exit interviews will be conducted with volunteers leaving the organisation to gather feedback to improve the volunteer program.
- Volunteers will be offered personal references for future opportunities.

2. Feedback Integration

- Insights from exit interviews will inform policy updates and program enhancements.

10. Policy Review and Updates

1. Review Process

- This policy will be reviewed every two years or as needed to ensure it meets evolving best practices and organisational needs.
- Stakeholder feedback, including from volunteers, will be incorporated into organisational updates and strategic review processes.

2. Approval

- The OHI Board will approve all changes to the Volunteer Policy.

Conclusion

OHI is committed to fostering a supportive and rewarding environment for volunteers. This policy serves as a guide to ensure their invaluable contributions are recognized, supported, and aligned with OHI's goals.



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