



Sidmouth Cricket, Tennis and Croquet Club (SCTCC)

Volunteer Policy

1. Introduction

Volunteers are key to the successful operation of SCTCC. The Club values, supports, and recognises the contribution of all volunteers across cricket, tennis, and croquet. This policy outlines how volunteers are recruited, supported, and safeguarded to ensure a positive and safe environment for everyone involved.

2. Aims of the Policy

- To ensure all volunteers are treated fairly, equally, and with respect.
- To safeguard volunteers and those they work with.
- To provide clarity on roles, responsibilities, and expectations.
- To encourage volunteering as a rewarding and enjoyable experience.

3. Scope

This policy applies to all volunteers at SCTCC, including:

- Coaches and assistant coaches
- Captains and team managers
- Welfare officers and safeguarding leads
- Committee members and trustees
- Groundskeepers, umpires, referees, and match officials
- Members carrying out work in support of the maintenance and repair of the Clubs' buildings, grounds, and equipment
- Social, fundraising, and event helpers

4. Recruitment of Volunteers

- Roles involving children, young people, or adults at risk will require:
 - A DBS check (if applicable to role).
 - Completion of safeguarding training as required by the ECB, LTA, or Croquet Association.
 - Volunteers carrying out tasks associated with the maintenance or repair of the Clubs Buildings, Grounds, and equipment, shall demonstrate that they are trained, or otherwise competent, and physically capable for carrying out the tasks required.

5. Induction & Training

- Volunteers will receive an induction covering:
 - The Club's vision, values, and safeguarding policies.
 - Health & Safety and emergency procedures.
 - Codes of Conduct.
- Ongoing training opportunities (e.g. first aid, coaching qualifications) will be encouraged and supported where possible.



6. Conduct & Expectations

- Volunteers are expected to:
 - Act in accordance with the **SCTCC's Codes of Conduct**.
 - Treat all others at the Club with courtesy and respect at all times
 - Prioritise the welfare of children, young people, and adults at risk.
 - Maintain appropriate boundaries and behaviour.
 - Respect confidentiality at all times.
- Breaches may result in action under the Disciplinary Procedure.

7. Expenses

- Volunteers should not be out of pocket for their contributions.
- Reasonable pre-agreed expenses (e.g. travel to competitions, equipment purchases, refreshments for matches) will be reimbursed with receipts.

8. Recognition

- The Club will publicly recognise and thank volunteers at meetings, newsletters, and annual events.
- Where possible, SCTCC will actively support volunteers to access development opportunities (e.g. coaching qualifications/awards) and fund these where it is in the interests of SCTCC to do so.

9. Safeguarding

- All volunteers must familiarise themselves with the Safeguarding & Welfare Policies
- Concerns must be reported either to the Club Welfare Officer or section welfare officers as appropriate without delay.
- Volunteers should never work in isolation with children or adults at risk.

10. Review

This policy will be reviewed annually by the Trustees, in consultation with volunteers and section leads.

Approved by the SCTCC Trustees

Date of Approval: 31st March 2026

Review Date: Annually or as required