

CVA Volunteer Agreement

This Volunteer Agreement is a description of the arrangement between us, *Coach and Volunteer Academy (CVA)** and you (*the volunteer*) in relation to your voluntary work. The intention of this agreement is to assure you that we appreciate your volunteering with us and to indicate our commitment to do the best we can to make your volunteer experience with us a positive and rewarding one.

We, CVA, accept the voluntary service of..... (*name of volunteer*)

Your role as a volunteer is: (*Sport & Role e.g Volleyball Referee/Coach*)

The time commitments of your role are in full completion of the (*Add Qualification Title*) (Mandatory attendance at all dates) plus (*number of hours*) X hours in total volunteering within the Loughborough (*Sport*) programmes although these may be subject to change with your prior consent.

The aims of the CVA are:

- To provide & deliver a high quality programme of student development that includes personal & professional development, employability skills and career progression
- To support the delivery of the Loughborough Sport offer through a high quality student workforce

This agreement is intended to indicate the reasonable expectations of both the volunteer and the CVA.

The CVA will:

Induction and training

- Provide adequate training, assistance and information to enable you, the volunteer to meet your volunteer requirements & responsibilities
- Provide CPD opportunities before and throughout the period of time you will be volunteering according to the role you are undertaking (where appropriate)

Supervision & support

- Provide the necessary level of supervisory support & feedback on progress throughout the volunteering role
- Treat you with the same respect and appreciation as any of our staff members
- Create networking opportunities with relevant partners to enable you to build a wider network of support and career opportunities and development

Health & Safety

- Where appropriate, provide relevant training and a safe working environment
- Provide adequate Loughborough University insurance to cover you against injury you may suffer or cause whilst you are carrying out your volunteer role

Equal Opportunities

- Ensure that you are treated in accordance with our equal opportunities policy and that you treat others in the same way

Recognition & Expenses

- Have the opportunity to be part of the Loughborough Sport CVA Recognition Scheme
- Have the opportunity to purchase CVA kit which you may wish to wear for your role. This may be discounted once you have logged over 50 hours.
- Reimburse reasonable expenses incurred through your volunteer role. These must be agreed in advance with The Coach and Volunteer Academy and receipts must be produced to support each claim

The Volunteer agrees to:

- Pay **£X deposit** towards the qualification (**Add Qualification title**) Your deposit will be paid back to you as soon as you have successfully completed the course / opportunity, completed all the agreed hours volunteering in kind and logged them under your profile on the CVA Portal. Once the volunteer has done so, they must send an email to cva@lboro.ac.uk requesting their deposit back. The deposit will not be returned if the volunteer fails to request a refund within 1 year of completing the course / opportunity and logged all their hours.
- Undertake (**number of hours**) X **hours** volunteering in kind for the CVA financing the cost of the qualification
- Endeavour to meet mutually agreed time commitments, expectations and standards, as described in the role description / volunteering agreement. You are asked to give reasonable notice if this is not possible so that alternative arrangements can be made
- Follow the organisations rules & procedures, including health & safety, equal opportunities and confidentiality during your voluntary role
- Commit to complete the necessary qualifications (where necessary) and endeavour to attend all training sessions and meetings that enhance your ability to carry out the volunteer role. If you fail to do so, the CVA reserve the right to keep your deposit as payment.
- Be aware of your own H&S responsibility and act in a responsible manner to ensure your own safety and that of others
- Perform to the best of your ability, representing the CVA with due integrity and behaving to the highest possible standard at all times
- Show integrity, professionalism and respect with actions and communications with fellow volunteers, coaches, staff and participants in a manner that develops team cohesion, openness, honesty, mutual trust, and respect.
- Be prepared to be offered the opportunity to be featured within Loughborough Sport CVA and Loughborough Sport social media as a positive case study or story
- Refrain from making critical or adverse comments to the media regarding Loughborough University, Loughborough Sport, Loughborough Students Athletic Union, or CVA
- Project a favourable image of myself, the CVA, Loughborough Sport and Loughborough University when using social networking sites (e.g. Facebook, Twitter, and Instagram) and the internet in general. This includes refraining from posting inappropriate images or statements on any site of which I am a member.
- Log your hours of volunteering on the CVA Portal
- Complete a termly NPS survey/evaluation of your volunteering experience
- Conduct an evaluation / consultation where asked on your voluntary role
- Be an advocate of the CVA and join the CVA Alumni community upon graduating
- Provide a satisfactory disclosure statement (DBS Check), if required, from the Disclosure and Barring Service – for more information see: <https://www.gov.uk/crb-criminal-records-bureau-check>

Time Commitment

- Each role has a differing time commitment and a guideline is always stated at the beginning of the Volunteer Agreement
- The voluntary activity may take place during either the daytime and / or evenings as set out in the role description

Problem Solving

- We want your volunteering experience to be a positive one. However problems do sometimes occur. If you have any problems or concerns during your volunteering, you should discuss them in the first instance with your professional lead. If we have any issues or concerns about your role, we will discuss them with you, but continued or serious concerns may result in us following the CVA Misconduct procedure.
- A copy of the CVA misconduct procedure can be found at <https://www.lboro.ac.uk/sport/coaching-volunteering/get-involved/>

Breach of agreement

- I understand that failing to comply with the above terms will be dealt with by the CVA
- A breach of these terms and conditions may include sanctions such as:
 - Suspension or permanent removal from the CVA and /or Loughborough Sport Programmes
 - Removal of privileges such as discounted qualification/access to the career strand pathways and opportunities.
 - Relevant third parties informed of a breach of this contract (e.g. National Governing Body, School, and Club.

Agreement to repay costs incurred through courses or qualifications

This agreement is dated (Date) and is made between (Name) and the CVA ("Provider")

Whereas

- The Volunteer is recruited by CVA in the role of: (Volunteer role)
- The Volunteer has requested to undertake / or been asked to undertake as part of their role
- The CVA has agreed to pay £X towards the pathway/ course / opportunity
- The Volunteer has agreed to pay £X as a deposit for the pathway/ course/ opportunity

This agreement provides that in consideration for the CVA agreeing to meet the costs of the course / opportunity which are set out above, the Volunteer agrees to reimburse these costs if:

- 1) The Volunteer voluntarily withdraws or terminates the course / opportunity early without the CVA's written consent or knowledge
- 2) The Volunteer is dismissed or otherwise compulsorily discharged from the course / opportunity, unless this is as a consequence of the discontinuance of the course / opportunity
- 3) The Volunteer's role with the CVA ends for any reason prior to the completion of the pathway/ course / opportunity
- 4) Logging hours: The volunteer agrees to log any hours they complete on the CVA portal. Failure to do so, grants the CVA the right to request a full reimbursement of the course from the volunteer.
 - Must log at least 20% of the hours agreed with the CVA within 2 months upon completing the course
 - Must log at least 50% of the hours agreed with the CVA within 4 months upon completing the course
 - Must log 100% of the hours agreed with the CVA before the end of the academic year.

***In special circumstances, if the volunteer cannot complete their designated hours and log them in that academic year, they may then agree with the CVA to carry on logging their hours in the next academic year. This is a case by case basis and must be agreed with the CVA.

To the extent permitted by law, the Volunteer hereby agrees that the CVA may keep any deposit or payment made to them in advance of the pathway/ course / opportunity.

More serious breaches of this agreement may be referred to the relevant University body and dealt with through the University disciplinary ordinances (<http://www.lboro.ac.uk/governance/ordinances/17/current/>)

This is not a legally binding contract and it is not intended to create an employment relationship at this or any time in the future.

Signatories

Volunteer Name:.....Date:.....

CVA Professional Lead:..... Date.....

Signature:

Signature:

