



Volunteer Coaching Code

Contents

1. Introduction
2. Volunteer Opportunities within the PAA
3. Rights & Responsibilities of Volunteers
4. Rights & Responsibilities of the PAA
5. Induction
6. Expenses
7. Media Engagement
8. Personal Wellbeing
9. Useful Contacts

Appendices

- Key Volunteers Agreement
- Checklist
- Role Description
- Expenses Form
- H&S Policy
- Safeguarding Policy
- Equity Policy
- Sponsorship Policy
- Code of Conduct

1. Introduction

About The PAA

The Professional Anglers Association (PAA) was formed in 1998 to support and promote angling coaching in the UK.

The Association accepts into membership qualified, licensed angling coaches from across all disciplines. It sets and upholds high professional standards and fosters fee-earning coaching as a worthy profession.

Volunteering

Although most members undertake coaching in a fee-earning capacity, some coaches elect to waive their fees and act voluntarily at selected public events and in other activities. They may be joined and aided by non-members who are also keen to volunteer their services in support of the sport of angling.

People volunteer for many different reasons, some of which include:

- ✓ Improving personal satisfaction
- ✓ Developing social networks
- ✓ Gaining work experience
- ✓ Utilising untapped skills
- ✓ Learning new skills
- ✓ Building self-confidence and self-esteem
- ✓ Enjoying the contact they get with other people
- ✓ Meeting new challenges
- ✓ Enhancing responsibility
- ✓ Broadening their curriculum vitae
- ✓ Having fun!

This document is aimed at these members and non-members who act in a voluntary capacity at PAA-led events. It provides useful information to support and protect you and your pupils during your volunteering and to help you understand the PAA's aims and objectives.

Feedback

The PAA continually looks for ways to improve its services and welcomes constructive ideas and suggestions. Feel free to share them with the PAA by emailing info@paauk.co.uk

2. Volunteering Opportunities within the PAA

There are a variety of other roles within angling that enable people to volunteer, whether it's with clubs, fisheries, individuals or angling projects. Typical volunteering opportunities include:-

Development

- National Fishing Month (NFM) and Take a Friend Fishing (TAFF) both need volunteers to help introduce would-be anglers to the sport.

Events

- Event manager - join us to help plan and deliver events from our annual plan
- Event stewards - be part of our team to steward those events
- Event coaches - be part of our team and teach people to fish

Exhibitions and Media

- Explaining how the PAA works to non-members and encourage them to join
- Selling raffle tickets to raise funds for the PAA
- Promoting NFM and TAFF events to clubs and fisheries in your locality
- Joining your local County Angling Action Group and promote the PAA to its members and actively support the work it does for angling locally.

Membership

- Membership recruitment - attending shows and events to increase PAA membership.

3. Rights & Responsibilities of Volunteers

As a volunteer you should expect:

- To work in a healthy and safe environment;
- To be engaged in accordance with equal opportunity and anti-discrimination legislation;
- To be given accurate and truthful information about the PAA;
- To be given a copy of the PAA's volunteering code and any other policy/procedures that affect your role;
- Not to fill a position previously held by a paid worker;
- To have a role description and, where possible, agreed hours of contribution;
- To be given clear information on the chain of command;
- To have your confidential and personal information treated in accordance with the principles of the Data Protection Act 1988;
- To be provided with any appropriate training and support to carry out your role.

As a volunteer you have the responsibility to:

- Be reliable;
- Respect confidentiality;
- Carry out the specified task(s);
- Be accountable for your actions;
- Undertake any training required;
- Ask for support when you need it;
- Let the Association know as early as possible if you are unable to participate;
- Be courteous to clients, staff, members and other volunteers;
- Raise any issues you may have directly with the PAA and not denigrate the Association to clients, staff, members and other volunteers;
- Value and support other team members.

4. Rights & Responsibilities of the PAA

The PAA has the right to:

- Make decisions about appropriate placement of its volunteers;
- Review volunteers' performance according to its policies and procedures;
- Expect volunteers to perform the given tasks to the best of their ability and to be prompt and reliable;
- Expect from all volunteers respect and courtesy towards all clients, paid and voluntary staff;
- Set the parameters and guidelines of the volunteer work positions;
- Request the completion of a DBS application form;
- Insist that volunteers are not to be left alone with clients/customers until a valid DBS Check has been completed;
- Release a volunteer who is not appropriate for the volunteer work.

The PAA has a responsibility to:

- Provide a clear outline of duties;
- Provide briefing and any necessary training;
- Set clear lines of communication about complaints and conflict resolution procedures;
- Provide safe, healthy working conditions;
- Include volunteers in relevant decision-making processes;
- Provide supervision and support;
- Provide emergency procedures guidelines;
- Provide required documentation relating to the volunteer work to be undertaken.

5. Induction

As an introduction to your new role you should be taken through an induction process. This ensures that volunteers are provided with essential information about:

- Their work and role for the PAA
- The PAA's volunteer policies
- Code of Conduct
- Equal opportunities
- Health and Safety requirements including emergency evacuation procedures
- Introductions to other volunteers and staff
- Expenses
- Safeguarding
- Bullying and harassment
- Complaints

Induction is a two-way process. You are the best person to identify your needs. Discuss them with your Volunteer Coordinator and ask if you have any questions.

6. Expenses

During the course of your volunteering, it is likely that you may incur some costs from time to time. You can claim for reasonable incurred expenses, where they have been authorised in advance by your volunteer co-ordinator for duties including (but not limited to) those involving organising official events and representing the PAA at approved meetings. Such expenses may include:

- Mileage (where agreed in advance)
- Vehicle hire and actual fuel costs (where agreed in advance)
- Road toll charges
- Accommodation and meals (where agreed in advance)
- Telephone calls
- Postage

In those instances, the volunteer should complete and submit a claim using the current volunteer expense claim form. All claims must be submitted by the 7th day of the month after the expense was incurred. Expense claims received after the 7th of the month may not be paid until the following month. The PAA will not reimburse for loss of earnings or similar.

Copies of expense claim forms must be sent to the Finance Officer, complete with receipts for all expenses claimed. The Finance Officer will contact you directly if further information or explanation is required. Any such information should be provided as soon as

possible. Expenses that are received late, incomplete, without the supporting receipts or for excessive amounts or items not agreed in advance may not be reimbursed by PAA.

Payment for expenses may be by bank transfer or by cheque, with bank transfer being our preferred option. You may therefore be asked to provide bank account details on your claim form. Please note that these bank details will not be shared with any other party other than the Finance Officer.

In specific instances, the PAA may direct volunteers to incur expenses through specific suppliers, i.e. van hire through a specific supplier. This may be due to contractual obligations or reduced costs in so doing.

If you have any specific questions on volunteer expenses, you should contact your volunteer co-ordinator within the PAA or the Finance Officer.

7. Media Engagement

As an organisation representing a very diverse activity, there are a wide range of media enquiries and articles about angling that the PAA needs to handle on a weekly basis.

As a volunteer, you should NOT make or be drawn into making any quote, comment or statement to any form of media. In the first instance, pass on any request to your volunteer co-ordinator or directly to the PAA communications & media officer.

8. Personal Wellbeing

Staying healthy while you are volunteering is very important. If you aren't feeling both physically or mentally well, you won't be able to do your volunteer work effectively.

There are a variety of ways you can ensure you feel up to doing the work. These include making sure you look after yourself both at work and at home. The following tips may prove helpful:

- ✓ Ensure you are in the right volunteer role.
- ✓ Establish your personal priorities.
- ✓ Avoid over commitment of your time.
- ✓ Be realistic about your goals and ambitions.
- ✓ Avoid setting unrealistic deadlines.
- ✓ Move on or change roles when your role is no longer fulfilling.
- ✓ Accept that there are some things you may not be able to change.
- ✓ Seek help from others when you need it.

- ✓ If your volunteer role is stressful, talk to your volunteer co-ordinator.
- ✓ Don't be afraid to take time off if you are sick or need a break.
- ✓ Allow yourself time to relax and unwind.
- ✓ Keep things in perspective.
- ✓ Have fun and remember to laugh!

If you are provided with any clothing or other protective equipment, please ensure that you use this when undertaking your volunteer role and return it if/when requested.

9: Useful Contacts

Membership Officer

- Anna Santoro - anna@paauk.co.uk

Compliance Officer

- Nick Watkins - allaboutcoarseangling@yahoo.co.uk

Finance and Business Officer

- Paul Forman - paul@watfordanglingcoaches.co.uk

Media and Communications Officer

- Naidre Werner - info@paauk.co.uk

This policy was last reviewed on 31 August 2017