

# BSS Volunteer Policy

## 1. Introduction

People who volunteer to help at events are absolutely vital to the successful running of those events. Without them it is unlikely that events could be staged. This document details the responsibilities of BSS and volunteers at official competitions, activities and events organised by BSS (hereafter referred to as events). In particular, it will provide all volunteers with clear information with regards to their responsibilities and expected behaviour, and the responsibilities of BSS.

It contains:

- processes and standards in relation to the recruitment and use of volunteers,
- volunteers and safe guarding of Children
- out of pocket expense policy and claims process
- details of insurances
- a declaration form required from all BSS volunteers.

The information in contained within this document applies solely to events organised by BSS. For the purposes of this document, the term volunteer encompasses any BSS event representative who is not contracted to BSS for their services.

## 2. Recruitment

BSS will use appropriate means to recruit volunteers that take into account the principles of equal opportunities and diversity. The applicant may have to complete an application form, but help can be given with this if necessary. The applicant may also be interviewed.

Self-disclosure checks will be made in conjunction with Disclosure Scotland criminal records checks or CRB Check for every volunteer who will come into contact with persons under the age of 18 and vulnerable adults, and volunteers must understand that they cannot participate in events without these checks when they are required. The cost of criminal record checks will be borne by BSS. If a disclosure check has already been carried out through a Home Nation member body, then provided the criminal record check is current, we will use this for our records.

## 3. Induction and Training

**Volunteers chosen to participate in events organised and/or sanctioned by BSS will be recruited based on their previous proven skills and experience. The following information will be made available to all volunteers accepting their position**

- Copies of relevant BSS policies including this volunteer policy, the general code of conduct, child protection policy, disciplinary policy and grievance policy.
- A brief role description
- Other information as appropriate

# BSS Volunteer Policy



## 4. Support

BSS appointed persons and other experienced volunteers will provide any necessary support to volunteers. There will be a briefing session at the beginning and a de-briefing at the end of each event. The BSS appointed persons will support all volunteers and will have regular meetings with the volunteers to discuss any problems or issues that may arise.

## 5. Expenses

All out-of-pocket expenses will be reimbursed if required, including expenses for travel and meals.

### Normally Allowable

- On trips away from home - approved accommodation
  - travel
  - reasonable meal expenses and refreshments (see below for a detailed explanation)
- Travel costs on BSS business (trains, ferries, buses, car parking, congestion charges, etc).
- Expense relating to authorised and approved training/exams.
- Cost of visas for overseas BSS business trips.

### Not Normally Allowable

- On trips away from home:- personal entertainment and leisure activities e.g. hotel movies, laundry or dry cleaning of clothes.
  - hairdressing, health club, etc if at an additional cost to the room rate.
- Personal gifts to colleagues (birthdays, anniversaries, retirement, resignation, etc).
- Events of a substantially social nature eg leaving celebrations
- Social/health/ club membership fees.
- Babysitting/creche expenses.
- Costs of journey from house to normal workplace.
- Office and operational supplies (should be purchased via BSS Head Office).
- Meals/refreshments at volunteer's home base.
- Toiletries/Cosmetics/Clothing (non-uniform)
- Expenses relating to family pets.
  
- Parking tickets, speeding or congestion fines, etc.
  
- Replacement of lost/stolen/damaged personal possessions.

# BSS Volunteer Policy

## 5.1 TRAVEL

**The general but important rule is that the most cost effective method of travel is to be used at all times.**

Air/Rail Travel –This will require booking well in advance, and using the appropriate travel agencies and search engines to find the best travel deals. Rail travel should be considered as an alternative travel method if air travel is costly. The BSS head office should be used for assistance with travel booking. **Please note**, the lowest class of travel should be used at all times.

Car/Van Travel – If a volunteer is required to use a personal vehicle, then s/he will be entitled to mileage allowance, as long as the usage is prior approved by BSS. Mileage rates are detailed below

|                              |                   |
|------------------------------|-------------------|
| Fuel Cost &<br>Wear and Tear | 40 pence per mile |
|------------------------------|-------------------|

BSS will also reimburse the cost of parking and tolls incurred for BSS business when supported by receipts. Volunteers cannot claim for travel to and from their home residence to their usual work location.

**Insurance-** *It is a condition of volunteers using their private motor vehicle on BSS business that the volunteer holds insurance in respect of the vehicle as required by law, including Compulsory Third Party insurance. This is the sole responsibility of the volunteer and not BSS.*

**Disclaimer-** *All penalties arising from the improper use of a volunteer's vehicle on BSS business, such as traffic and parking infringements are the sole responsibility of the driver and will not be borne by BSS. BSS will not accept liability for damage to, or loss of, an employee's motor vehicle used for BSS business nor the forfeiture of any 'no claim bonus'.*

## 5.2 ACCOMMODATION

For volunteers to be able to effectively carry out their duties, overnight accommodation may be required. BSS will pay the actual amount that the volunteer spends on accommodation. All such claims should be supported by appropriate documentation. All accommodation, where possible, should be booked through the BSS head office.

## 5.3 FOOD AND DRINK

Volunteers are entitled to the cost of meals where they are necessarily away from their permanent home base for BSS business purposes. Meals are defined as breakfast, lunch and evening meal (dinner) and include one soft drink or tea or coffee per meal. The allowance is as follows:

Breakfast – Payable if the volunteer has been in overnight accommodation as part of his/her duties. When breakfast is included in the hotel/accommodation rate, or provided by the event organiser a separate breakfast allowance cannot be claimed.

Lunch – Payable when a volunteer is away overnight from his/her permanent office base or home. When lunch is included in the hotel/accommodation rate, or provided by the event organiser, a separate lunch allowance cannot be claimed.

## BSS Volunteer Policy

Dinner – Payable when a volunteer is away overnight from his/her permanent office base or home. When dinner is included in the hotel/accommodation rate, or provided by the event organiser, a separate dinner allowance cannot be claimed.

BSS may choose to allocate an allowance per volunteer to cover the costs of food and drink while attending an event. This allowance will be the maximum cost that is available, and expenses for additional food/drink costs cannot be charged to BSS.

Where an allowance is not given, wherever possible, the volunteer should aim to meet the following food and drink cost guidelines in the table below, or come under budget

|           |  |
|-----------|--|
| BREAKFAST | £8.00 / € 10.00 / 15.00 CHF / \$16.00  |
| LUNCH     | £12.00 / € 15.00 / 23.00 CHF / \$24.00 |
| DINNER    | £15.00 / € 18.50 / 28.00 CHF / \$30.00 |

**Alcoholic beverages are not a company expense, and claims which include alcohol will not be authorised/ reimbursed. In addition to this, snacks and drinks out with meals specified above will not be authorised/ reimbursed.**

### 5.4 Expenses Administration Policy

The policy on expenses is that volunteers abide by the guidelines above and are fairly reimbursed in a consistent manner for expenses incurred wholly and exclusively when on BSS business. The underlying rule is that there should be no significant gain or loss to the volunteer.

#### Principles

- Volunteers are expected to act responsibly and in BSS's best interest at all times when incurring and claiming expenses.
- Volunteers will be clearly advised prior to the event what expenditure is approved by BSS.
- Invoices for expenditure approved by BSS should be made out to BSS or British Ski and Snowboard Ltd.
- All expenses should be supported by original receipts. Expenses without receipts or proof of purchase will not be paid.
- Where applicable, receipts should be VAT receipts (a valid VAT receipt has a VAT number and a name/address of the company).
- Expenses incurred are expected to be claimed within 6 weeks of the last day of the event. Any claim that is more than 6 weeks old will not be paid.

# BSS Volunteer Policy

## 6. Insurance

BSS has the following Insurances in place for Volunteers

### 6.1 Liability Insurance

BSS has directors/employers/contractors/volunteers liability insurance policies which provide insurance for negligence. If you wish to see a full copy of the relevant policy document, please contact the BSS head office.

### 6.2 Vehicle Insurance

BSS has a fleet insurance policy that covers vehicles owned or leased by BSS. Sponsored and leased vehicles may be subject to the insurance policy set by the vehicle owner.

Individual insurance details are available within each vehicle.

### 6.3 Loss of Earnings Insurance

BSS DOES NOT provide loss of earnings insurance (injury/sickness/redundancy cover) for volunteers. Therefore BSS strongly recommends that volunteers consult an independent financial adviser to arrange for appropriate cover that includes the risk whilst volunteering with BSS.

### 6.4 Private Medical Insurance

BSS DOES NOT provide private medical insurance (e.g. BUPA) to volunteers. Therefore BSS strongly recommends that volunteers have appropriate medical insurance in their home country, should they suffer an injury or illness.

### 6.5 Equipment & Personal Possessions

BSS owned equipment (hardware/software, ski poles, drills, radios etc) are not insured. If BSS property that is used by the volunteer is lost, damaged, or stolen this must be reported to BSS. The equipment **MUST NOT BE REPLACED** until the theft/damage has been reported to BSS and approval for replacement has been given.

Volunteers' personal possessions stored in BSS property (rented or owned), are not insured under any BSS insurance policy and therefore are left at the owner's risk. Property should be clearly labelled so as to avoid confusion. **BSS will not pay for replacement of lost/stolen items left at the owner's own risk.**

## 7. Passports, Visas & Immunisation

Passports- All volunteers that are required to travel must have a valid passport, and must ensure that it is valid for at least six months after the end date of their trip.

Visa - If a volunteer is required to work in a country that requires a Visa, BSS will assist in the attainment of the Visa and where appropriate, will pay the necessary costs to enter the country. BSS will not pay for standard working Visas for working entitlements in the UK.

Immunisation – Volunteers must ensure that they have the appropriate immunisations to allow them to carry out their duties.

## 8. Marketing and Communications

So that events are effectively advertised and covered by the media, BSS will use print, video (including television) and sound (including radio) in its marketing strategies. Volunteers agree to the use of their name, image, likeness by BSS in marketing strategies.

## 9. Confidentiality

BSS's process requires an explicit confidentiality policy, which all staff members, which includes Directors, Management Committee, employees, contractors and volunteers, are obliged to observe. The BSS confidentiality policy also ensures that the Data Protection Act is observed at all times.

## 10. Resolving Problems

The relationship between BSS and its volunteer workers is entirely voluntary and does not imply any contract either towards BSS or the volunteer. However, it is important that the organisation is able to maintain its agreed standards of service, and it is also important that volunteers should enjoy making their contribution to this service. BSS's disciplinary policy can be found at [www.teambss.org.uk](http://www.teambss.org.uk).

We hope that you will be happy in your given role, however, if you wish to undertake another volunteer role, please contact BSS and we will aim to facilitate this.

# BSS Volunteer Policy

## 11. Volunteer Declaration

In consideration of being accepted as a volunteer and participating in BSS events, the undersigned acknowledges that:

1. there are risks of injury from participating in ski and snowboard events including the potential for paralysis, disability or even death.
2. participation at any event which is part of the FIS, British or Member Group calendar is subject to my acceptance of all FIS, British and Member Group rules applicable in connection with such event.
3. I willingly agree to comply with the stated volunteer policy including applicable criminal record checks. If I observe an unusual significant hazard during my participation as a volunteer, I will remove myself from participation and immediately bring such to the attention of the nearest BSS official.
4. I will follow and abide by the rules, policies and BSS officials code of conduct.
5. I give my permission to the event organisers for the free use of my name, likeness and/or pictures for use in broadcasts, telecasts, newspaper etc for the promotion of events.

I HAVE READ THE BSS VOLUNTEER POLICY AND FULLY UNDERSTAND ITS TERMS.

Participant

Signature \_\_\_\_\_

Participant

Name \_\_\_\_\_

Printed

Date \_\_\_\_\_

*Valid for 1 year from date of signing*

### Please provide the following contact information

NOTE: BSS will not release any of your information to any 3<sup>rd</sup> party. We will use your information to contact you about relevant volunteering opportunities, and to communicate information about events that you will attend. The information will be stored at the BSS head office electronically and in print.

|                            |  |
|----------------------------|--|
| Home Number                |  |
| Mobile Number (s)          |  |
| Email address              |  |
| Address                    |  |
|                            |  |
| Next of kin name           |  |
| Next of kin contact number |  |

Please return your signed declaration and contact details to BSS by email to [BuchanaK@teamgb.com](mailto:BuchanaK@teamgb.com)