

## Devizes Canoe Club Payment for Volunteers Policy

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Trustee approval		

### Intent

We intend that our volunteers, including the coaching group, should work as a team, share good practice, maintaining confidence and commitment of all volunteers to help realise the aims and objectives of the club. This policy will ensure efficient and harmonious delivery of events, activities and the development programme provided to club members and non-members.

### Policy

We rely on significant volunteer effort to provide a comprehensive paddlesport development programme on behalf of the Club. Our volunteers, coaches and paddlesport activity leaders freely provide their time to assist the Club to deliver an ambitious and successful programme.

We recognise that qualified coaches and other volunteers have personal commitments which restrict the time they can offer the club as a volunteer. The Club appreciates and values all and any time that volunteers are able to provide. We would not function effectively without their efforts.

In addition to volunteer work (coaching and other volunteering) the Club will, from time to time, provided it is affordable and cost-effective, pay for and towards volunteers' expenses and development to ensure we can deliver an ambitious and sustainable development programme for all abilities.

Our policy is to operate a 'mixed economy' combining volunteer and coaching for payment, where it is necessary to deliver the programme.

### Principles

All coaching delivery will be co-ordinated by the Head of Coaching Group working with programme coordinators for the club's adult and junior sections.

We apply basic principles to ensure complete transparency and fairness.

Mindful of our wider social responsibility, club coaches benefitting from discounted annual membership fees and invited to deliver paid coaching will be expected to volunteer for a reasonable and proportionate amount of time.

The Head of Coaching has delegated authority to decide what constitutes a 'reasonable and proportionate amount of time' considering individual contribution and circumstances.

The Club will cover reasonable out-of-pocket expenses incurred by other (non-coach) volunteers.



Event and programme leaders must budget to ensure income (such as fees, grants and entries) for any event or programme will exceed programme/event expenses including payments for volunteers and make a reasonable surplus (to be agreed from time to time by the club committee) to contribute to club overheads.

Occasionally we need to employ freelance coaches as a last resort if club coaches are not available. They do not receive discounted club membership or contributions towards their development costs and are not expected to volunteer.

All proposals to use freelance or non-volunteering coaches must be cleared in advance with the Head of Coaching.

We will always offer paid coaching opportunities to club coaches before engaging a freelance coach.

### **Payments for volunteer training and professional development**

The club committee may approve reimbursement of all or a portion of the costs of professional development for club officials depending on budget and coach succession plans. Professional development in this context means all courses necessary as part of the coaching pathway, safeguarding, safety, or event management.

The club's contribution will depend on factors including the availability of BC bursaries and a reciprocal commitment by the individual to volunteer, without payment, to offset the costs incurred by the club.

The Head of Coaching Group will approve all payments for coach training and professional development.

The Chair/Deputy Chair/Treasurer will approve all payments for non-coaching training and professional development.

The club will not meet training and professional development costs for those unable to volunteer.

All individuals receiving contributions towards training and development costs must commit to register their course attendance and qualification on the BC Go Membership database immediately following course attendance.

### **Payments for out-of-pocket expenses**

DCC will make payments to volunteers to reimburse out of pocket expenses incurred on legitimate club business including travel to events as a club representative or official. This includes attendance as a club representative at national regattas or national governing body meetings.

Payments should be agreed in advance for travel, accommodation, and subsistence expenses.

Towing fees may be claimed by volunteers for towing the club boat trailer to representative events. This will be a 'fuel cost-plus fee' arrangement. Representative events include regional Hasler races, regional and national regattas and other events approved from time to time by the club committee.

A person in receipt of an expense payment may not authorise or pay their own expense payment.

A schedule of payments will be updated annually and is attached as a schedule to this policy.

## Coaching Expenses

Where delivery of a specific programme involves significant commitment to multiple coaching sessions at fixed times, and we make a charge for the programme delivery, the Club Committee may offer payment to offset coaches' reasonable expenses.

Coaching expenses are intended to compensate for travel costs and/or the lost opportunity to do paid work. For the avoidance of doubt, coaching expenses are not intended as a salary, wage or commercial coaching fee and no employment relationship exists between the Club and its volunteers, whether expenses are met or not.

To ensure fairness the Club will apply a single rate for coaching expenses which will be reviewed and published by the Club Committee from time to time with advice from the Lead Coach. Individuals may, at their discretion, receive cash expenses or elect not to receive the expenses to which they are entitled.

Active coaches who are club members and commit to support the club programme will receive a discount on membership fees for the year in which they are active.

We expect all coaches receiving discounted membership and/or coaching expenses to volunteer a reasonable and proportionate amount of their time. The voluntary effort expected in response will be negotiated between the coach and coaching coordinators. This volunteer effort may take any form and whilst it will normally involve some voluntary coaching, it may take different forms such as school outreach, supervising canal or club cleaning.

## Approval Process

- a) Coaching for payment is to be approved in advance by coaching coordinators and programme/event organiser.
- b) The programme/event organiser must submit a budget for approval, including all forecast income and expenses, in advance of the event or programme.
- c) Coach/volunteer to submit invoices to DCC to the programme/event coordinator.
- d) Programme/event coordinator to check and approve invoiced expenses and forward to one of the club's bank account signatories for payment.
- e) Payment made and confirmed with programme/event coordinator.

In principle, a third party should always approve and pay expenses to avoid a situation where any individual pays and approves their own expenses.

## Insurance

All volunteers are reminded that they are insured against public liability through British Canoeing's insurance policy. This only applies to volunteers operating within the Club's approved programme, not when they are acting in a private capacity.

Coaches must ensure they provide their own public liability insurance for any activity conducted outside the club's organised programme.

## Private coaching for club members

Coaches are often asked to provide one-to-one coaching by members. The Club does not expect money to change hands for any private coaching provided to other Club members. We intend those coached sessions to be inclusive, therefore coached sessions at the club should be available to all members meeting the standard required to take advantage of the session content.



### **Private coaching for non-Members**

Coaches are occasionally asked to provide one-to-one coaching by non-members, an example being a family or group requesting a supervised two-hour canoe tour. The Club is willing to consider similar requests and will charge a reasonable fee to individuals or groups for coaching provided to non-members where the Club's premises and/or equipment is used.

Coaches (and members) do not have discretion to use Club equipment or facilities for non-members without clearance from the Head of Coaching. The Head of Coaching and/or Deputy Chair **MUST** approve the activity and the financial arrangements with non-members before any such arrangements are agreed. This requirement ensures we minimise conflict with Club sessions and other coaching staff, we manage the Club's inventory effectively and provide an income stream to help with equipment and facilities maintenance.

Charges will follow the principles in this policy and be broadly consistent with charges made to other external groups such as schools and colleges.

In addition this rate will encourage non-members to join as members and ensures that the coach and participants remain within the umbrella of the Club's insurance policy.

All coaches are expected to abide by the Club Code of Conduct, Safety and Operating Policy and our other policies which are available on the Club website.

There is no restriction whatsoever on coaches providing coaching to private clients using privately owned equipment away from the Club site.



## **SCHEDULE OF APPROVED EXPENSES 2022 TO BE REVIEWED ANNUALLY**

### **Coaching Expenses**

2022 hourly rate paid to DCC coaches £12.50

A typical two hour on-the-water programme will budget three hours for coach support therefore a coach could expect to receive £37.50.

### **Membership Discount**

Active volunteer coaches are eligible for a discount on annual membership.

2022 discount rate 100%

### **Towing** (Refer to the club equipment and trailer policy)

Approved competent, licensed and insured individuals may claim towing fees as follows:

Over 100 miles. The club will pay fuel costs at £0.45/mile plus a towing fee of £50.

Under 100 miles. The club will pay fuel costs at £0.45/mile

### **Other volunteer expenses including cleaning**

2022 hourly rate paid to volunteers for non-coaching activity £12.50