



VOLUNTEER REGISTRATION & AGREEMENT

Why do I need to register? A number of reasons including:

1. We collect basic contact details to allow us to keep our volunteers informed on matters related to the club & their volunteer role.
2. It allows the club management to monitor who is volunteering so we can appropriately support these individuals.
3. We need to verify that those fulfilling some volunteer roles particularly coaching hold all the required qualifications & certification as set out by British Canoeing & club policy. Copies of certificates for qualifications will be requested.
4. It ensures all those delivering sessions for the club are informed on club rules and policy. Volunteers are seen as representatives of the club and as such must follow and enforce the rules & policies.
5. The club is required to complete DBS (Disclosure and Barring Service) checks on volunteers who work with children regularly. British Canoeing defines regular as "*once a month or engaged in activity at least 6 times in a period of 3 months*".

Volunteer Role Specific Training & Expenses – Volunteers that register & contribute to the club will receive following commitments from the club in return:

1. Financial support for the cost of gaining or maintaining all certification & qualifications required to fulfill their volunteer role – See club reimbursement policy for details.
2. Funding support in gaining further paddlesport Coaching & Leadership Awards which are applicable to the individuals volunteer role within the club.

Hopes & Expectations of Volunteers – Individuals have no formal requirements placed on them in respect to volunteering for a minimum amount of time. Coaches are free to volunteer to run paddlesport sessions as often as they like. It is hoped that volunteers will consider if they are able to make a reasonable contribution to club before requesting financial support in order to gain/maintain certification & qualifications required to fulfill their volunteer role.

Volunteer Agreement

I wish to register as a CVCC Volunteer. I have read and understand the above information and agree to the following statements:

- I agree to abide by and enforce the rules, regulations and policies of British Canoeing & the Cuckmere Valley Canoe Club - All club policies & documents are available on the club website – www.cvcc.org.uk.
- I confirm that all details I provide overleaf in relation to qualifications and certification I hold are true and accurate. I will supply any necessary evidence requested by the club management.

British Canoeing Paddlesport Coaches

The club places no restrictions on how regularly an individual can volunteer and potentially work with children. As such the club operates a policy of performing DBS checks on all volunteer coaches.

If you are a qualified coach by completing this form you also consent to the club carrying out a DBS check and to provide all details and information required to enable such checks to be completed.

Completion of this form does not automatically authorise individuals to deliver paddlesport sessions for the club. Permission must be granted by the club coaching officer once the details supplied have been verified.

Print:

Signed:

Date:

PLEASE COMPLETE PERSONAL & QUALIFICATION DETAILS OVERLEAF

Contact Details

First Name:	Address:
Surname:	
Phone:	
Mobile:	
Email:	Postcode:

Coaching Details

For Completion By Coach:

British Canoeing Membership Details

Membership No: **Expiry Date:**

Coach Qualification Details

Award Type: UKCC Old BCU **Level:**

Discipline: UKCC Other: **Cert. Date:**

Coach Update Scheme & Continual Professional Development

CPD Course/Event Name:

Date Attended: **Validity Period:** 3yrs 18mths

First Aid Training Details

Course Name:

Contact Time: **Date Awarded:**

Safeguarding Training Details

Course Type: Workshop Online **Date:**

Disclosure & Barring Service Check Details

DBS check completed by CVCC in last 3 year: Yes No

If NO, please contact the club welfare officer to arrange.

Date Completed & Induction Form Signed:

Other Relevant Qualifications or Notes - Please give details below:

For Office Use Only:

Card Seen: Yes No

Copy of Certificate on File:

Yes No

Valid Update Method & Period:

Yes No

Copy of Cert. Held: Yes No

Valid Course/Time: Yes No

Copy of Cert. Held: Yes No

Verified by Welfare: Yes No

Form on File: Yes No

CHECKED BY:

DATE:

RETURN FORM TO: COACHING OFFICER OR A CLUB COMMITTEE MEMBER