



VOLUNTEER REGISTRATION & AGREEMENT

Doc 18. Updated February 2019

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.
3. Annual membership with the club. **Please note, each coach is responsible for including this annual bonus within any personal tax reporting.**

Hopes & Expectations of Volunteers – CVCC asks coaches to volunteer for 6 sessions (Sunday club paddle sessions, one trip, pool session) during the year. 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.

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.

PLEASE SIGN OVERLEAF

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 have provided in relation to qualifications and certification I hold are true and accurate. I will supply any necessary evidence requested by the club management.

Print:	Signed:	Date:
---------------	----------------	--------------

CONTACT DETAILS

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

British Canoeing Membership Details

Membership no.:	Expiry date:
------------------------	---------------------

Other Relevant Qualifications or Notes - Please give details below:

RETURN FORM TO: CVCC COMMITTEE MEMBER