Volunteer and Coach Staff Policy

Billingham Boxing Academy recognises the vital role that volunteers, coaches, and support staff play in delivering safe, inclusive, and effective boxing activities. This policy outlines the standards, responsibilities, recruitment procedures, and expectations for all volunteers and coaching staff involved with the club.

1. Purpose of the Policy
The purpose of this policy is to:
• Promote safe and professional standards
• Support effective recruitment and management of volunteers and coaches
• Ensure safeguarding and welfare responsibilities are met
• Clarify roles, responsibilities, and expectations
• Promote equality, inclusion, and positive behaviour

2. Scope
This policy applies to:
• Coaches
• Assistant coaches
• Volunteers
• Committee members involved in activities
• Session helpers
• Support staff
• Anyone acting on behalf of the club

3. Recruitment and Selection
The club will follow safe recruitment procedures including:
• Application and suitability checks where appropriate
• Interviews or informal discussions
• Reference checks where necessary
• DBS checks in line with safeguarding requirements
• Verification of coaching qualifications and memberships

The club reserves the right to refuse appointments where suitability concerns arise.

4. Qualifications and Training
All coaches must:
• Hold appropriate England Boxing coaching qualifications
• Maintain valid England Boxing membership where required
• Complete safeguarding and first aid training where applicable
• Participate in ongoing professional development

Volunteers will receive appropriate induction and support relevant to their role.

5. Roles and Responsibilities
Volunteers and coaches are expected to:
• Act in the best interests of participants and the club
• Promote safe training practices
• Follow club rules and policies
• Support safeguarding and welfare procedures
• Maintain professional boundaries
• Promote equality, diversity, and inclusion
• Behave respectfully at all times

6. Safeguarding Responsibilities
All volunteers and coaches must:
• Follow England Boxing safeguarding procedures
• Report safeguarding concerns immediately
• Avoid inappropriate one-to-one situations
• Maintain professional conduct with children and adults at risk
• Support safe supervision and welfare practices

7. Conduct and Behaviour
Volunteers and coaches must not:
• Use abusive, discriminatory, or offensive language
• Engage in bullying, harassment, or intimidation
• Coach under the influence of alcohol or drugs
• Use inappropriate physical contact
• Engage in behaviour that may damage the reputation of the club or England Boxing

Positive role modelling is expected at all times.

8. Health and Safety
Volunteers and coaches are responsible for:
• Following health and safety procedures
• Reporting hazards and incidents
• Ensuring equipment is used safely

• Supervising activities appropriately
• Supporting emergency procedures where required

9. Equality, Diversity and Inclusion
The club is committed to creating an inclusive environment free from discrimination, harassment, victimisation, or exclusion.

All staff and volunteers are expected to support equal opportunities and respectful behaviour.

10. Confidentiality and Data Protection
Volunteers and coaches may have access to confidential information.

All personal information must:
• Be handled responsibly
• Remain confidential
• Be processed in line with the club's data protection policy

11. Social Media and Communication
Staff and volunteers must:
• Use respectful and professional communication
• Avoid inappropriate online conduct
• Not share confidential or safeguarding information
• Follow club communication and social media guidance

12. Expenses and Reimbursement
Approved expenses may be reimbursed where:
• They relate to club duties
• Receipts or evidence are provided
• Appropriate approval is obtained

13. Complaints and Disciplinary Matters
Concerns regarding volunteer or coach conduct will be handled fairly and appropriately.

Serious misconduct may result in:
• Suspension
• Removal from duties
• Referral to England Boxing or safeguarding authorities where appropriate

14. Support and Welfare
The club aims to provide:
• Appropriate support and supervision
• Clear communication
• Training opportunities
• Recognition of volunteer contributions
• A safe and respectful working environment

15. Policy Review
This policy will be reviewed annually or following changes to legislation, safeguarding guidance, or England Boxing requirements.

Volunteer and Coach Declaration
I confirm that I have read, understood, and agree to comply with the Volunteer and Coach Staff Policy.

Name: _____

Role: _____

Signature: _____

Date: _____