

HASSRA Volunteer Manual

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HASSRA is about members coming together to make friends, have fun and take part in their favourite leisure and sporting activities. Those of you who take the next step and volunteer your time and talents to help deliver HASSRA's programme play a very special role within our Association. Without your contribution HASSRA could not be the leading sports and leisure association that it has become.

So thank you for your commitment and generosity, and welcome to the HASSRA Volunteer Manual.

1. Introduction

As an Association we aim to ensure that all our volunteers have access to the guidance and support they need to develop their knowledge and capabilities, and to carry out their tasks confidently and effectively. This manual has been developed as your primary source of information. You may also have access to a Regional shared folder, and please remember that you can contact your HASSRA Regional Business Partner [RBP] at any time if you need anything else.

Further information on the services provided by HASSRA, and its organisation and decision making structures, can be found on the website <http://www.hassra.org/index.asp> . The HASSRA Toolbox http://www.hassra.org/pages/dwp_m128558.asp#TopOfPage is also an excellent resource where you will find the majority of information that you require.

2. About HASSRA

HASSRA provides opportunities for staff working for the Departments of Health, Work & Pensions, the Food Standards Agency and their Executive Agencies, including those who have retired and those employed by private contractors working on Departmental business, to take part in a vast array of sporting, recreational and cultural activities.

HASSRA is run by many hundreds of committed volunteers (supported by a small central team of full-time staff). These include:

- Members of the National Board of Management
- Members of regional management committees
- National Team Managers
- Regional Event Organisers
- Local/Single Activity Club Officials and Committee members
- Local organisers.

Other roles include (but are not limited to):

- Regional Web Publishers
- Sports officials e.g. umpires and referees
- Coaches and Team Managers
- Editors or journalists for regional magazines or newsletters

3. How is HASSRA Organised?

National HASSRA

- Board of Management (BoM) *[Full Time Staff/Volunteers]*
- Executive Committee (EC)¹ *[Full Time Staff with Volunteer Chair]*
- National & Regional Finance Teams *[Full Time Staff]*
- Finance Committee (FC)² *[Full Time Staff/Volunteers]*
- Awards Committee (AC)³ *[Full Time Staff/Volunteers]*
- HASSRA Corporate Services *[Full Time Staff]*

12 Regional Associations *[Full Time Staff/Volunteers]*

East of England, East Midlands, Fylde, London, North East, North West, Scotland, South East, South West, Wales, West Midlands and Yorkshire & the Humber

Local Office Clubs and Single Activity Clubs *[Volunteers]*

4. Who Makes the Decisions?

The National HASSRA Operations Director, supported by the Management Team is responsible for managing HASSRA day-to day operations and delivering plans, strategy, corporate governance, policy and finance as directed by the National BoM. A chart showing the full HASSRA organisational structure can be found at the following link http://www.hassra.org/about/hassra/DWP_T484687.pdf . Membership of the BoM, FC and AC is confirmed at the annual HASSRA National Conference

The primary function of Regional Boards is to take a strategic view of the running of their Region and determine how the business of the Region should be taken forward. They also give support to local and activity clubs and assist in National decision-making and programme development.

5. The Benefits of Volunteering

What does HASSRA gain from **YOU**?

- **Talent, Experience & Skills** to help achieve the goal of providing a varied, inclusive programme of sports and social activities for ALL members;
- **Assistance** in providing a varied and inclusive sports/social programme; **and**
- **Best Use** of available resources.

¹ A Sub-Committee of the National BoM

² A Sub-Committee of the National BoM

³ A Sub-Committee of the National BoM

What do **YOU** gain from HASSRA?

- An opportunity to develop and demonstrate IT, communication and organisational skills, **and** gain new skills;
- The benefits of working as part of a team;
- The opportunity to make new contacts – both social and work based – and to be a positive influence on HASSRA and your employer;
- Participation in sport and social activities you enjoy;
- Personal satisfaction: delivering a successful event and providing an excellent service.
- Reward & Recognition at a Regional and National level;
- Development Scheme sponsorship for training or to develop your skills; **and**
- Personal feedback for your Performance Appraisal and something to add to your CV!

6. Volunteer Support

Your main points of contact are the RBP and Regional Management Committee.

We aim to identify and solve any problems which may arise at the earliest possible stage. Volunteers are encouraged to meet other volunteers, express their views and raise issues for discussion through the appropriate channels. The Regional Management Committee meets at least four times a year and observers are welcome to attend.

A national procedure has been drawn up for dealing with complaints either by or about volunteers.

[Discipline & Complaints Policy & Procedures](#)

Worried about the amount of time involved? Before taking on your volunteering role the RBP will outline the tasks, and likely time involved – many event organisers and convenors are responsible for only one event each year. If circumstances allow you may be able to apply for Special Leave http://www.hassra.org/pages/DWP_T514333.asp#TopOfPage Should you find it necessary, assistance is available with advance preparation or administration, contact the RBP and they will arrange support accordingly.

Remember: Volunteering can be a long OR short term choice – It's up to YOU!!!!

7. Expenses

Volunteers will normally be reimbursed for out of pocket expenses incurred in the course of their HASSRA activities. This includes travel, meals where not provided and certain incidental expenses.

Claims should be forwarded to the RBP on the relevant form, which is available on your regional page on the HASSRA website. Supporting receipts **must** be attached.

Further guidance can be obtained from your RBP.

8. HASSRA Code of Conduct

It is **essential** that you read and familiarise yourself with the HASSRA Code of Conduct, including the policy relating to the misuse of drugs or over consumption of alcohol. Copies can be found below. Any member found to be in breach of the Code may be liable to disciplinary procedures, therefore it is important that all competitors or participants in HASSRA events are aware of their responsibilities.

[HASSRA Code of Conduct](#)
[HASSRA Alcohol & Drugs Policy](#)

9. Equality & Diversity Policy

HASSRA with all its constituent groups fully supports the principles and the spirit of equal opportunities. A copy of the Association policy can be found below.

[HASSRA Equality & Diversity Policy](#)

10. Insurance

As an affiliated Departmental Association to the Civil Service Sports Council [CSSC], HASSRA benefits from coverage under the CSSC Third Party Liability insurance policy. This means that all activities that can be demonstrated as explicitly coming under the HASSRA umbrella are covered by the policy. This important chain of affiliation extends to local clubs as long as they are affiliated to HASSRA regions, who in turn are affiliated to HASSRA nationally.

However, if organising a trip you should be aware that it will not be covered under the insurance policy and separate cover must be arranged. Please contact your RBP for further information and advice.

Personal Accident cover is available for HASSRA members, covering accidental injury resulting in death or permanent disablement whilst participating in **National** HASSRA activities i.e. National Finals, Inter-Association Competitions and Special Event.

Further information on Insurance can be found in the HASSRA Toolbox using the following link http://www.hassra.org/pages/dwp_m128558.asp#TopOfPage

11. Health and Safety

HASSRA is bound by the Health and Safety at Work Act [1974] and current legislation to ensure that volunteers are not exposed to risks to their health and safety.

As a volunteer you have a responsibility to:

- Take reasonable care of your own Health and Safety.
- Report all concerns to your Regional Business Partner.
- Co-operate with HASSRA on Health and Safety issues.

For further information on Health & Safety policy go to www.hse.gov.uk/risk or contact the HSE Infoline on 0845 345 0055 hse.infoline@connaught.plc.uk for advice and support.

12. Risk Assessment

You must conduct a risk assessment at the beginning of the planning process, particularly if you are organising a sporting activity. When considering a venue you must ensure that it is suitable for the activity involved. This is not an onerous task and will save you time in the long run. Remember to ask the venue for sight of **their** risk assessment as this will prevent duplication of effort.

Your risk assessment should identify **practical actions that protect people from harm and injury**. For most risk assessments, you don't need to write a lot – short bullet points can work well.

How to assess risks – the **FIVE** steps:

1. Identify the hazards.
2. Decide who may be harmed and how.
3. Evaluate the risks and decide on precaution.
4. Record your findings and implement them.
5. Review your assessment and update if necessary.

Below is a simple template and an example risk assessment which you may find useful.

[Risk Assessment Template](#)

[Risk Assessment Example](#)

For further information go to www.hse.gov.uk/risk or for advice and support contact the HSE Infoline on 0845 345 0055 or email hse.infoline@connaught.plc.uk

13. Gifts & Hospitality

Some companies may offer you an incentive in order for you to use their venue. In this situation you should contact your RBP for advice – some items may be covered by Departmental rules whereas in other cases the Association and its members may benefit e.g. free passes may be used as raffle prizes.