

## County Antrim Yacht Club

RYA NI Club of the Year - 2013

1 Marine Parade, Whitehead, Co. Antrim, BT38 9QP  
Tel: 028 9337 2322

E-mail: [sail@cayc.co.uk](mailto:sail@cayc.co.uk)  
Website: [www.cayc.co.uk](http://www.cayc.co.uk)

### CAYC Volunteer Policy – Introduction

Volunteers are an essential and invaluable part of the Yacht Club. We want people volunteering with us to do so within a positive and supportive environment.

#### Key Principles

- CAYC volunteers are an essential and invaluable part of the club infrastructure, complementing and supporting the work of Instructors, Coaches, employed staff taking direction from the Roles within the General Committee (as elected by the membership). The Sailing Committee Volunteers are combination of General Committee and volunteers requested to join.
- CAYC volunteers are people who, of their own free will contribute their time, energy and skills to benefit our sport.
- CAYC volunteering is unpaid and there is no payment or expectation of payment. This is readily distinguishable from reimbursement of expenses, which ensures that volunteers are not out of pocket as a consequence of their volunteering.
- CAYC volunteers are a key group of individuals within the organisation and should be represented at all levels of decision making.

As a Clubmark accredited Club this is an important commitment in adopting this policy; CAYC's purpose is to encourage best practice in volunteer management. This policy seeks to provide overall guidance and direction to its officers, members, employees and to demonstrate that CAYC recognises its obligations to its volunteers.

CAYC does not seek to establish any form of contract with individuals, as volunteering is binding in honour only, the relationship is not intended to be legally binding.

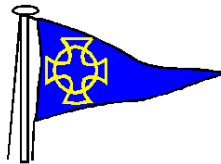
The General Committee, the membership (at CAYC) commit to the following:

- To assist volunteers in carrying out their roles by providing induction, training, information and support necessary to the role being undertaken.
- To provide each volunteer with a contact member within the General or Sailing Committee, so that they can give CAYC feedback regarding their experience of volunteering and receive information, feedback and support from the organisation.

Patron: HRH The Duke of York KG

Established Since 1902 - The object of the Club is to promote, teach and encourage the sport of sailing





## County Antrim Yacht Club

RYA NI Club of the Year - 2013

1 Marine Parade, Whitehead, Co. Antrim, BT38 9QP  
Tel: 028 9337 2322

E-mail: [sail@cayc.co.uk](mailto:sail@cayc.co.uk)  
Website: [www.cayc.co.uk](http://www.cayc.co.uk)

### Key objectives

- To recognise volunteers' contribution.
- To have an understanding of the need for flexibility within the role.
- To provide adequate insurance cover for volunteers, whilst undertaking duties approved and authorised by CAYC.
- To implement policies and procedures to ensure compliance with equal opportunities, health and safety and other legal requirements and to support best practice in volunteering.
  - Awareness and acceptance of Safeguarding Procedures
  - H&S Awareness – Manual handling, First Aid, use of Defib. Food Hygiene Training
- To endeavour to resolve any problems, grievances and difficulties, which may be encountered while volunteering and provide an opportunity to discuss the issues in an appropriate manner.

### Volunteers are requested to:

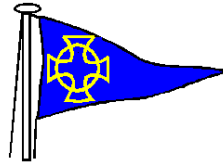
- Observe the policies, procedures and rules of CAYC as they apply to the activity for which they volunteer.
- Volunteer attends at the times agreed or inform the activity organiser in good time, if this is not possible.
- Show diligence and a duty of care to other CAYC volunteers, employees and members. They should familiarise themselves with the policies and procedures, especially those relating to Health and Safety and Safeguarding Policies (Child Protection)
  - Show respect for fellow CAYC volunteers, employees, and members.
- Respect all confidential information relating to CAYC and its members.
- Return immediately upon request any document materials or other property, which are held on behalf of CAYC and its members.
- Avoid any word or action that will bring CAYC and its members into disrepute.

County Antrim Yacht Club is committed to the principle of equality of opportunity and aims to ensure that all present and potential participants, members, instructors, coaches, competitors, officials, volunteers and employees are treated fairly and on an equal basis, irrespective of their gender, age, disability, ethnic origin, colour, religion or belief, social status or sexual orientation.

Patron: HRH The Duke of York KG

Established Since 1902 - The object of the Club is to promote, teach and encourage the sport of sailing





## County Antrim Yacht Club

RYA NI Club of the Year - 2013

1 Marine Parade, Whitehead, Co. Antrim, BT38 9QP  
Tel: 028 9337 2322

E-mail: [sail@cayc.co.uk](mailto:sail@cayc.co.uk)  
Website: [www.cayc.co.uk](http://www.cayc.co.uk)

---

### Further Information

- CAYC is committed to ensuring that equity is incorporated across all aspects of its development. In doing so it acknowledges and adopts the following Sport Northern Ireland definition of sports equity:

*“Sports equity is about fairness in sport, equality of access, recognising inequalities and taking steps to address them. It is about changing the culture and structure of sport to ensure it becomes equally accessible to everyone in society.”*

- The club respects the rights, dignity and worth of every person and will treat everyone equally within the context of their sport, regardless of age, ability, gender, race, ethnicity, religious belief, sexuality or social/economic status.
- The club is committed to everyone having the right to enjoy their sport in an environment free from threat of intimidation, harassment and abuse.
- All club members have a responsibility to oppose discriminatory behaviour and promote equality of opportunity.
- The club will deal with any incidence of discriminatory behaviour seriously, according to club procedures defined within the rules
- The Club annually proposes members to attend Disability Inclusivity Training sessions.

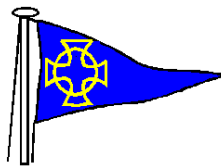
CAYC Volunteer Coordinator: Sheela Lewis (Training & Admin Officer)  
Email: [sail@cayc.co.uk](mailto:sail@cayc.co.uk)

---

Patron: HRH The Duke of York KG

Established Since 1902 - The object of the Club is to promote, teach and encourage the sport of sailing





## County Antrim Yacht Club

RYA NI Club of the Year - 2013

1 Marine Parade, Whitehead, Co. Antrim, BT38 9QP  
Tel: 028 9337 2322

E-mail: [sail@cayc.co.uk](mailto:sail@cayc.co.uk)  
Website: [www.cayc.co.uk](http://www.cayc.co.uk)

---

### Recognition of Volunteers

#### **General Committee – Monthly**

Commodore thanks volunteers for previous month's activities  
Weekly Newsletter via email – will often thank volunteers. This ensures recognition across the membership, not just at Committee Level.

#### **Commodore's Night – February**

Currently the Commodore awards the Commodore's Bell for commitment by a Volunteer

The Commodore pays tribute to all the volunteers within the Club.  
There are often some additional awards made on the evening.

#### **AGM -February**

The Annual report comments on the volunteer efforts and successes in the Club  
Commodore thanks Committee for support  
Reports by Commodore, Hon, Sailing Secretary, other sections of the Club should focus on the efforts and provide recognition as this report goes to all of the membership

#### **Captain's Day & Evening Events – October / November**

The Captain pays tribute to all volunteers in the Club.  
Awards are often presented to Instructors, Coaches and support teams

#### **Volunteers are put forward for Awards by Commodore/ Committee**

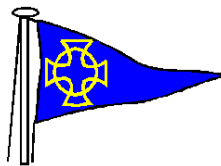
Life Time Commitment – John Lewis 2009  
Life Time Commitment – Sheela Lewis 2012  
Volunteers have been put forward for SportNI awards. E.g. Tickets to the Paralympics  
Awarded to Senior Instructor in the Club – August 2012  
Volunteers will be put forward to regional awards – RYANI – Race Coach 2015 – Alistair MCarlie  
RYANI – Race Coaches 2016 – Jocelyn Hill & Andrew Mitchell  
Nominee RYANI – Volunteer – Rory McKenna  
Nominee RYANI – Instructor – Richard Robinson  
Belfast Telegraph – Team of the year  
Nominee MEA – Junior Sports person – Jenna MCarlie

---

Patron: HRH The Duke of York KG

Established Since 1902 - The object of the Club is to promote, teach and encourage the sport of sailing





## County Antrim Yacht Club

RYA NI Club of the Year - 2013

1 Marine Parade, Whitehead, Co. Antrim, BT38 9QP  
Tel: 028 9337 2322

E-mail: sail@cayc.co.uk  
Website: www.cayc.co.uk

Other Suggestions to be brought to General Committee:

e.g.

1) Annual Volunteer Event – day or evening – BBQ with a complimentary drink  
Add this to our social calendar. It's an open invite to all volunteers.

2) Wider use of newsletter recognising volunteers within the membership

### Training

The Club supports funding a wide range of training activities for Volunteers.

Acquires grant funding to support and attract new Volunteers

Operationally the Volunteer Co-ordinator as carried out an assessment aligned to the ongoing activities within the Club. The detail below summarises the outcome.

1. Identification has taken place of the roles & responsibility of Volunteers

- **Committee Members – General, Sailing & Development**
- **Instructors & Coaches**
- **Race Officers**
- **Safety Boat crews**
- **Beach masters**
- BBQ teams
- Others (RYA Council member), additional Bar cover, General Volunteers in events & social activities

*N.B. An assessment under the Safeguarding guidelines of these volunteers highlights those generally in bold require Access NI checks actioned.*

*Designated officer reviews this annually.*

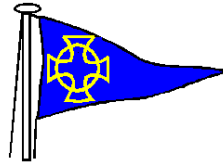
2. Events/Categories volunteers are involved in

- i. Sailing Courses
  1. Adult
  2. Junior
- ii. Race Coaching
- iii. Adhoc sailing supervision
- iv. Powerboating Courses
- v. Kayak Courses
- vi. Rambling
- vii. Cycling
- viii. Snooker

Patron: HRH The Duke of York KG

Established Since 1902 - The object of the Club is to promote, teach and encourage the sport of sailing





## County Antrim Yacht Club

RYA NI Club of the Year - 2013

1 Marine Parade, Whitehead, Co. Antrim, BT38 9QP  
Tel: 028 9337 2322

E-mail: [sail@cayc.co.uk](mailto:sail@cayc.co.uk)  
Website: [www.cayc.co.uk](http://www.cayc.co.uk)

- 
- ix. Book Club
  - x. Regional/ National Sailing Events
  - 3. Annual Events –
    - Raft Race
    - Regatta
    - Junior Regatta
    - BBQ Sail
    - Fun Day (previously - Balloon Race)
    - Try Sailing/ Kayaking
    - Golf Competition
  - Social
    - Halloween Kids Party
    - Christmas – junior & youth events
    - Mulled wine – Christmas celebration / RNLI – Victorian St Fair
    - Meals throughout year / Wine Tasting
    - Ladies Fashion Tea / alternatives – Local Musicians
    - Hog Roast - Autumn
    - Mid summer BBQ
    - Quiz / Poker Nights

---

Patron: HRH The Duke of York KG

Established Since 1902 - The object of the Club is to promote, teach and encourage the sport of sailing

