

Snowsport Scotland Volunteer Policy and Code of Conduct

Competition across all disciplines, from grass roots to elite, is fundamental to the development of Snowsports in Scotland. The aim of Snowsport Scotland is to broaden the reach of competitive events so that considerably more participants can enjoy the excitement of the environment and as a result remain committed to the sport. It is our aim to increase the number of events, to make them affordable and accessible to all while guaranteeing a high standard of organisation and a quality experience of entrants. In order to achieve this, we need volunteers who are appropriately trained for their chosen tasks and who can reap benefits other than payment for their time and commitment.

Snowsport Scotland recognises the significant contribution of all its volunteers who give their time willingly and freely. Without them the continued growth and development of snowsports in Scotland would not be possible.

Registration/training

Snowsport Scotland will encourage all its members to volunteer. It will provide training, and reasonable expenses to make volunteering safe and available to all. All training and development will contribute to the safe running and quality of events or activities in which volunteers have a role.

In order to comply with the conditions of Snowsport Scotland's insurance policies, the rules and regulations governing snowsports competitions and UK law, all volunteers will be registered with Snowsport Scotland as a 'Comps Crew Associate' and will undergo the required training/disclosure/revalidation required by the specific role. Details of the different roles and the appropriate registration requirements can be found on our website:
www.snowsportscotland.org/volunteering

Expenses

Payment of out of pocket expenses is a direct cost to Snowsport Scotland and to each individual event and all expenditure must be accounted for to protect Snowsport Scotland's position and managed to maintain entry fees at affordable levels. It is essential therefore to have a clear policy and guidance for volunteers and for staff.

Whilst engaged in any voluntary activity on Snowsport Scotland's behalf. Volunteers will be reimbursed out of pocket expenses.

Types of Expenses Claim

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| Travel: | Travel expenses will be paid when all practical steps have been taken to keep expenses to a minimum and look for cost effective options. Personal car expense will be paid at 40 pence/ mile. |
| Subsistence: | Subsistence will be organised by Snowsport Scotland in advance. In the event that this is not the case all practical steps must be taken to keep expenses to a minimum and look for cost effective options. |
| Accommodation: | Accommodation claims will not be accepted. All accommodation will be organised through Snowsport Scotland staff and signed off by the Chief Executive. |

Expenses Claim Restrictions

No volunteer should make money from a claim.
Claims will not be accepted for training courses or shadowing.
Claims will not be accepted prior to gaining associate status.
Claims for alcohol or unnecessary items will not be accepted.

Practical steps to keep expenses to a minimum and look for cost effective options can include but are not limited to: Use of local volunteers, public transport, carpooling and self-catering options.

For further details and how to claim, please see Snowsport Scotland's Financial Procedures manual.

Code of Conduct

In representing Snowsport Scotland in whatever capacity, volunteers should refrain from any activity which reflects adversely on, or embarrasses Snowsport Scotland and agree at all times to a conduct which will bring credit to Snowsport Scotland.

Behaviour which brings the sport into disrepute, undermines the organisation or its employees/stakeholders/other volunteers should be reported to the Chief Executive or the Chair. Those involved will be subject to the disciplinary procedures outlined in the Company Manual. Examples of unacceptable behaviour are:

- Use of abusive and vulgar language that gives offence to anyone involved whether as a spectator, volunteer, organiser, competitor of an event
- Racist or discriminatory behaviour
- Persecution, undermining or intimidating others
- Abuse of a volunteers' position within Snowsport Scotland to further self-interest. All conflicts of interest should be made public
- Favouritism, sexism and nepotism in the fulfilment of duties.

On snow behaviour

Representatives of Snowsport Scotland are reminded that dangerous, reckless, foolhardy or negligent conduct, whilst skiing or snowboarding will contravene FIS guidelines and may create a serious liability situation. This is particularly relevant when training or competition is in close proximity to the skiing public.

Feedback

Volunteers are encouraged to give feedback whenever possible to Snowsport Scotland staff. In the case that a communication is about grievances or of a sensitive nature the Chief Executive should be contacted.

Insurance

All volunteers are covered by Snowsport Scotland's Employers Liability insurance policy whilst they are engaged in any voluntary activity on Snowsport Scotland's behalf.

Health and Safety

Volunteers are covered by Snowsport Scotland's Health and Safety Policy a copy of which is in the Company Manual.

Equal Opportunities

Snowsport Scotland operates an equal opportunities policy in respect of both paid staff and volunteers. A copy is in the Company Manual. Volunteers will be expected to have an understanding of and commitment to our equal opportunities policy.

References

On the basis of their voluntary work, volunteers will have the right to request a reference from Snowsport Scotland.