



Volunteer Policy (2023)



Table of Contents

Contents

Table of Contents.....	2
Document Details.....	3
Glossary of Terms and Abbreviations.....	4
Policy Statement.....	5
Eligibility.....	5
Expenses.....	5
Roles & Responsibilities.....	5
Chairperson.....	5
Secretary.....	5
Treasurer.....	5
Competitions Officer.....	6
Public Relations Officer.....	6
Events Planning and Running.....	6
Equipment Manager.....	6
Field Setup.....	6
Umpire.....	7
Team Captain.....	7
Co-Captain.....	8
Team Coach.....	8
PRO Support.....	8
Peer Representative.....	9
Sports First Aid.....	9



Document Details

Version	Date Issued	Author
1.0	20-Sep-2022	Vincent McGrane – Softball Galway Chairperson
Contributors:		N/A
Target Audience:		Softball Galway Members
Policy Replaces:		N/A
Policy Approved By:		Softball Galway Committee
Date Approved:		21-Sep-2022
Implementation Date:		22-Sep-2022
Review Date:		21-Sep-2022



Glossary of Terms and Abbreviations

Below is a list of terms and abbreviations used throughout this document:

Term	Description	Abbreviation
Softball Connacht Munster	Regional Committee for the sport of softball in the province of Connacht Munster	SCM
Softball Galway	Regional committee for the sport of softball in Galway	SG
Softball Ireland	National Governing Body for the sport of softball on the island of Ireland	SI
Club	Single and multi-team playing organisations	-
Team	Any team registered in any Softball Galway or Softball Connacht Munster league or competition	
League	Any softball league played in the Softball Galway or Connacht Munster region and overseing by Softball Connacht Munster	-
Tournament	All official Softball Galway or Softball Connacht Munster one- or two-day competitions	-
Game	Any game of softball played in any Softball Galway or Softball Connacht Munster league, championship or tournament.	-
Player	Any registered member of Softball Galway or Softball Connacht Munster or Softball Ireland who participates in all or part of a league, championship or tournament.	-
Member	Any registered member of Softball Galway or Softball Connacht Munster or Softball Ireland.	-
Umpire	Any person officiating a game under the regulation of Softball Galway or Softball Connacht Munster or Softball Ireland	Ump
Regions	Refers to the regional associations on the island of Ireland (SL / SU / SCM)	-
Under 18	Any player under the age of 18 years	U18
General Data Protection Regulations	Data protection laws within Ireland and the EU	GDPR
Data Protection Act (2018)	Data protection laws within the UK	DPA



Policy Statement

As a club, people are our most important asset. Volunteers play a particularly important role in the running of Galway Softball (GS). We therefore recognise that it is crucial that we attract volunteers to our organisation to help us achieve our purpose and goals.

We provide appropriate support and supervision to allow volunteers to realise their full potential in their role with GS. We appreciate and value the significant contributions that volunteers make to the aims and objectives of GS. We are committed to compliance with all relevant legislative obligations relating to the environment in which our volunteers carry out their role.

Eligibility

Generally, GS will consider involving anyone who wishes to volunteer with us as long as they are a current or previous member of GS. However, prospective volunteers must demonstrate a commitment to the aims of GS and their availability as volunteers must align with the needs of GS.

We provide a volunteer recruitment process, which is free from any unlawful discrimination.

For some volunteer roles, specific selection criteria may apply to determine the suitability of a volunteer candidate for a particular role. In addition, selection criteria may become relevant when there are more applicants for a particular volunteer role than positions available. Selection criteria are based on the relevant skills, qualifications and experience of volunteer candidates.

Expenses

Volunteers may be reimbursed for expenses incurred, in line with GS policies and procedures and by prior arrangement only. The prior arrangement means the expense is agreed upon before it is purchased.

Roles & Responsibilities

Chairperson

As a committee position this role is described in SG Chairperson Role 2023.

Secretary

As a committee position this role is described in SG Secretary Role 2023.

Treasurer

As a committee position this role is described in SG Treasurer Role 2023.



Competitions Officer

As a committee position this role is described in SG Competitions Role 2023.

Public Relations Officer

As a committee position this role is described in SG PRO Role 2023.

Events Planning and Running

During the year GS runs many different types of events from tournaments to fundraisers. Volunteers are required to ensure these events run successfully. People who take on this position will need to provide support in the run up to and during an even but it is not a weekly position so is best suited for people who cannot commit to a weekly position.

Typical Tasks

- Booking venues and accommodation
- Collecting fees and passing to the treasurer
- Handing out welcome packs
- Generating material for the table quiz, scavenger hunt
- Selling tickets
- Keeping score
- Delivering shots
- Arranging catering
- Setting up field and event space

Equipment Manager

GS has a lot of equipment, most of it is very expensive and must be maintained and kept track of to avoid wasting members money. This is a position which requires attention every week but only a little time, it is ideally suited to a member who can be at training over 90% of the time.

Typical Tasks

- Keep accurate inventory of all club assets
- Keep track of which team has what asset
- Keep track of what member has borrowed equipment, including club shirts
- Suggesting new equipment purchases to the committee
- Ensuring equipment is maintained and clean

Field Setup

Field setup volunteers are critical to the smooth running of the Galway League and Galway Tournaments as they ensure the field is ready to play when the majority of members arrive. This position requires the volunteer to be early to all games, at least 30min to get the field's setup so it is ideally suited to a person living a walking distance to St. Marys College.



Typical Tasks

- Arriving early to all GS training, league and tournaments to setup the field
- Brining all field and playing equipment to the field
- Marking the playing field with paint
- Ensuing the playing field is safe to play on, reporting issues to the committee
- Collecting, cleaning and storing equipment once the training session, league or tournament is over

Umpire

Softball has many rules and it is the rules of the game which makes the game fun. Umpires have the most difficult job on the field as their calls can win or lose a game. Only people with a thick skin may apply for this position. Umpires are required at every game but other than training most volunteer umpires will only umpire ever other week.

Typical Tasks

- Complete level 1 training quiz
- Read and study the WBSC rule book, SI bylaws, SCM bylaws & GS bylaws
- Complete umpire assessment for the SCM Chief Umpire
- Umpire local and national games according to the rules
- Select Male and Female MVP for each game
- Select the MVP's for the all start game
- Select the Season MVP's

Team Captain

A team captain is a critical position as their number limits the maximum number of players GS can accommodate. Team captains are where all the fun in softball is centered, it can be a difficult position but it also comes with great rewards from your players. Team captains a required to stay in their position for the entire season and attend all games.

Typical Tasks

- Keep your team motivated and having fun
- Follow up on players who do not attend and report any issues to the committee
- Create lineups for each game following GS bylaws
- Read and study the WBSC rule book, SI bylaws, SCM bylaws & GS bylaws
- Encourage your team to join all GS and SI events
- Collect match fees for away games
- Help the committee in spreading information to all players



Co-Captain

Co-Captain are new captains in training, this is a difficult position and we must ensure there are new captains coming in each year to allow captains to move on to other position when needed.

Typical Tasks

- Support the team captain Learn to be a captain
- Help keep your team motivated and having fun
- Help create line-ups for each game following GS bylaws
- Read and study the WBSA rule book, SI bylaws, SCM bylaws & GS bylaws
- Help encourage your team to join all GS and SI events

Team Coach

A team coach can make or break a team, it has been seen many times that the team that trains the most wins. Coaches are needed to arrange training plans for the team during GS scheduled training sessions as well as self-organized sessions to work on weak areas within their own team.

Typical Tasks

- Keep your team motivated and having fun
- Attend coaching training
- Research suitable drills for your team
- Arrange training sessions for your team both inside and outside of GS scheduled events

PRO Support

This position is primarily to support the PRO in performing their role which is described in the document SG PRO Role 2023.

Typical Tasks

- Take photos and videos of GS player and tournaments & events
- Create advertising material such as posters and videos



Peer Representative

A peer representative is an easy-going person who can buddy with new players and ease them into the game. They help new players to get used to the many rules but do not need to know them all, just enough to get started. As the first person a new player meets they are also the first to hear complaints and must work with the committee to ensure all problems are resolved.

Typical Tasks

- Work with the captains to find players who may have stopped coming and work with that player to get them to return
- Provide the committee updates on changes which can help with player retention
- Read and understand all GS Policy's and rules
- Be a buddy for all new players, show them the game

Sports First Aid

While it is uncommon accidents do happen and we have a duty of care to our members. A volunteer first aider will provide first aid to any member who needs it once they have completed a mandatory first aid course paid for by GS.

Typical Tasks

- In line with SI policy provide credentials of an up to date first aid course, which includes basic life support training and head injury recognition training.
- Maintain stock levels in the first aid bag, suggesting additional purchases to the committee.
- Provide first aid treatment in line with your training