



Volunteer Agreement Regional Access Adviser

Volunteers are an important and valued part of Canoe England. We hope that you enjoy volunteering with us and feel a full part of our team.

This agreement tells you what you can expect from us, and what we would hope to expect from you in your role of Regional Access Adviser for canoe England.

We aim to be flexible, so please let us know if you would like to make any changes and we will consider these and do our best to accommodate you. We wish to assure you of our appreciation of your volunteering with us and will do the best we can to make your experience with us enjoyable and rewarding.

Part 1: The organisation

Your role as a volunteer is Regional Access Adviser and starts on (date) for a term of three years. This work is designed to support Local Coastal and River Advisors, members and paddlers within the (name of region) region and to provide a crucial link between, the Canoe England Access Team, local partners and the wider membership.

Canoe England will do our best to:

1. Introduction and training.

Provide a thorough induction on the work of Canoe England, its staff, the work of the Access Team your voluntary role and the induction and/or training you need to meet the responsibilities of this role.

2. Supervision, support and flexibility.

- Explain the standards that we require and to encourage and support you to achieve and maintain them;
- Provide regular updates and endeavour to meet with you regularly to discuss your access work and successes or problems;
- Provide an annual workshop for all Regional Access Advisers to meet, exchange information and discuss Canoe England Access Policies.

3. Expenses.

Canoe England will reimburse reasonable expenses. Mileage will be paid at the Canoe England volunteer rate other than in exceptional circumstances.

4. Health and Safety.

Canoe England will give appropriate Health and Safety guidance / training in support of our health and Safety policy.

5. Insurance.

To provide adequate insurance cover for access volunteers whilst undertaking voluntary work approved and authorised by the Canoe England Access and Environment Team.

6. Equal opportunities.

To ensure that all access volunteers are dealt with in accordance with our equal opportunities policy.

7. Problems.

To try to resolve fairly any problems, grievances and difficulties you may have while carrying out access volunteering for us, and in the event of an unresolved problem to offer an opportunity to discuss the issue with either a member of the Access and Environment Team, the Head of Canoe England Development or the Canoe England Equity Officer.

Part 2: The Volunteer.

I (RAA) name agree:

- To help Canoe England fulfil its Access services;
- To perform my role of Regional Access Adviser to the best of my ability
- To follow Canoe England's procedures and standards, including health and safety and equal opportunities, in relation to its staff, volunteers and clients.
- To maintain confidential information of Canoe England and its clients.
- To meet commitments and standards agreed and to give reasonable notice so other arrangements can be made when this is not possible.
- If considered necessary to provide referees as agreed, who may be contacted by the Canoe England Access and Environment Team.

This agreement is in honour only; it is not intended to be a legally binding contract between us and may be cancelled at any time at the discretion of either party. Neither of us intends any employment relationship to be created either now or at any time in the future.

Signed on behalf of Canoe England Access and Environment.

Signature:

Position:

Name (print):

Date:

Signed by Canoe England Regional Access Adviser.

Signature:

Position:

Name (print):

Date:

Approved by Canoe England Access Policy Group 15th October 2008.