



## **RAF CENTRAL FUND VOLUNTEER AGREEMENT**

This volunteer agreement describes the arrangement between us, the RAF Central Fund (the “Fund”) and you.

This agreement is binding in honour only, and it is not intended by us or you to create any employment relationship or be a legally binding contract between us. It may be cancelled at any time at the discretion of us or you.

Full details about our charity can be found on our website and in the volunteer handbook a copy of which we have given to you.

Volunteers play an important part in our charity and the delivery of RAF Sport, and we appreciate your volunteering with us. We will do our best to make you feel part of our team and hope that your volunteering experience with us will be enjoyable and rewarding.

The following sets out what you can expect from us and what we hope from you.

### **Part 1: The Organisation**

Your role as a volunteer with the Fund is for your RAF Sport Association as noted on page 3. Your dedication and passion will directly contribute to providing incredible sports opportunities for serving RAF personnel and will support the operational delivery of the Association. Together with the Fund, you will be at the forefront of creating meaningful experiences and allowing all RAF personnel to develop their full potential through sport and physical activities.

The Association is recognised through the joint authority of the RAF Directorate of Sport and the RAF Central Fund; the Fund is the legal entity of the Association.

### **You can expect the following from us:**

#### **1. Supervision, support and flexibility**

- To provide you with procedures and policies in order that you are able to appropriately support with the charitable sport activities of the Association.
- To provide for you a person who will support you by discussing your volunteering and any successes and problems. A list of the Fund’s Association Ambassadors can be found [here](#).
- To do our best to help you develop your volunteering role with us.

#### **2. Health and safety**

- To provide you with a healthy and safe volunteering environment, and adequate training and feedback in support of our health and safety policy, a copy of which is available [here](#). The policy explains the Fund’s responsibilities and provides information on training and reporting incidents.

### 3. Data Protection

- To deal with all personal information that we collect or hold about you in accordance with protection legislation and our [Privacy Policy](#). You will be required to comply with the Data Protection and Privacy policies at all times when you have access to Association membership data.

### 4. Insurance

- To provide insurance cover for you during your carrying out of your approved and agreed volunteering activities.

### 5. Equal opportunities and diversity

- To ensure that you are dealt with in accordance with our equal opportunities and diversity [policy](#).

### 6. Problems

- To try to resolve fairly and quickly any problems, complaints and difficulties you may have while you volunteer with us. If after an informal discussion with the Association Fund Ambassador you do not feel that the matter is resolved please see our [Complaints Procedure](#).

### **We can expect the following from you:**

- To help the Fund fulfil the operational delivery of the Association. During your appointment, the Directorate of RAF Sport and the Fund will discuss the activities that you will be helping with.
- We will be flexible in relation to your volunteering hours, recognising your need for holiday time and other commitments.
- You will not be committed to any set working hours and there is no minimum volunteer time. However, we hope that you will be able to volunteer with us to support with the key charitable sport activities and perform your volunteering role to the best of your ability.
- To follow the Fund's procedures, standards, rules, policies and any other reasonable instructions we give you. A copy of these procedures, standards, rules and policies is available at <https://www.rafcf.org.uk/sports/sports-association-resource-hub/>
- To maintain the charity's and (and therefore the Association's) confidential information, and not misuse it or wrongly disclose it to anyone.
- To meet your volunteering requirements and standards as discussed with us. If you are unable to volunteer when expected, we expect you to give us as much notice as you reasonably can so that we can make other arrangements.

- Where necessary, provide us with referees as agreed who we may contact, and/or agree to a Disclosure & Barring Service check being carried if required.

**Chairs, Treasurers and Secretaries only:**

Please acknowledge receipt and acceptance of this agreement by signing and returning one copy to us.

I understand and accept the contents of this agreement:

Signed (by volunteer):

Full name:

Email address:

Please confirm role (Chair, Secretary, Treasurer, other):

Name of RAF Sports Association: