

VOLUNTEER POLICY THE GREEN BLUE

Introduction and statement of principles

The Green Blue is a joint venture by the British Marine Federation and the Royal Yachting Association. The overall aim of this project is to promote the sustainable use of coastal and inland waters by water sports participants and the sustainability of the recreational marine industry.

We aim to educate and inform our target audience about their environmental impacts, emphasising how they can avoid or minimise these impacts and promoting good practice through practical projects, training, research and distributing materials. For this to work effectively and achieve nationwide coverage requires a large team of people to represent the project and so to meet these ambitions The Green Blue is establishing a network of regional volunteer supporters across the country to help deliver this.

The volunteer programme's policy and key principles are based on those outlined by the RYA.

Key Principles

- Volunteers are an essential and valuable part of the Green Blue project complementing and supporting the work of employed staff.
- Volunteers are people who, of their own free will, contribute their time, energy and skills to benefit the project.
- 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.
- The Green Blue recognise that volunteers require satisfying work and personal development and will seek to help volunteers meet these needs as well as providing the induction and training for them to do their work effectively and safely.

Recruitment

Although having a lot of experience will not be essential as training will be provided, it is important that individuals recruited have a genuine interest in both the recreational boating and its interactions with the environment. Therefore adverts for volunteers will be placed in relevant university departments, clubs and training centres, the London Boat Show and on The Green Blue web site.

Applications will be done by completion of an application form with references and those candidates short listed will be invited to attend and interview/selection day. References will only be taken up if an applicant is successful in the selection day.

Induction and Training

Once selection has been completed, volunteers will be required to attend a one day training session to cover The Green Blue project; it's background and key messages, how to deliver them and other relevant issues. After this volunteers will be kept updated with developments in the project by regular e-updates and communications.

Expenses

All reasonable out of pocket expenses for attending events on behalf of The Green Blue will be reimbursed on production of a receipt. This will include travelling expenses (preferably by public transport where possible or mileage 27p per mile), refreshments and meals where appropriate and any materials needed for the event as long as agreed with Green Blue staff beforehand.

Volunteers will be responsible for submitting their own expenses. Expenses are reimbursed on production of an expenses form with relevant receipts attached. The Green Blue cannot refund money spent on alcohol or above the standard RYA subsistence rates (£5 for breakfast, £7 for lunch and £10 for dinner).

Supervision and Support

All volunteers will be contacted by the Project Development Officer or the Project Manager before and after an event to ensure they are happy with the details and have everything they require to carry out their role effectively. They will also be contacted after an event for feedback and to discuss their progress and any other issues concerning their role.

Project staff should be aware of the role of volunteers at all times and seek out opportunities to thank them in press work, when public speaking and in person. The Project Development Officer will keep a database of all volunteer activities.

They are not being asked, nor should they be encouraged, to attend professional meetings on behalf of The Green Blue.

Insurance

Volunteers will be covered by the RYA's insurance whilst carrying agreed Green Blue tasks.

Health and Safety

This follows the same guidelines as outlined in the RYA's Health & Safety Policy.

It is the policy of this organisation, as far as reasonably practicable, to ensure that responsibilities for safety and health are properly assigned, accepted and fulfilled at all levels of our company and that all practicable steps are taken to safeguard the health, safety and welfare of all volunteers or operations under our control.

1. It is the intention of The Green Blue, so far as is reasonably practicable, to ensure that:-
 - a) The provision and maintenance of plant and systems of work are safe and without risks to health.
 - b) Arrangements for use, handling, storage or articles and substances for use at work are safe and without risks to health.
 - c) Adequate information is available with respect to articles and substances used at work detailing the conditions and precautions necessary to ensure that when properly used they will be safe and without risk to health.
 - d) Such information, instruction, training and supervision is provided as is necessary to secure the health and safety at work of all workers.
 - e) With regard to any premises under our control or operations on which we are working, plant, machinery and equipment is maintained so that it is safe not only for workers but to any person who may be affected.

- f) The working environment of all workers is safe and without risks to health and that adequate provisions are made with regard to the facilities and arrangements for welfare at work.
 - g) The Health and Safety Policy is reviewed and updated when necessary following liaison with our Health and Safety Consultants. Communication of any such changes will be made to all workers.
2. It shall be the duty of all volunteers whilst on Green Blue operations:-
- a) Take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work.
 - b) Make themselves familiar with and adhere to safety procedures, including fire alarm and emergency evacuation procedures.
 - c) Co-operate with their employer at all times on matters of health and safety (e.g. compliance with the Health and Safety at Work Act and other relevant legislation, carry out instructions given out by supervisors, report hazards and defects, report accidents).

Equal Opportunity Policy

The Royal Yachting Association 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.

Confidentiality

Volunteers are bound by the same requirements for confidentiality as paid staff.

“You will not during your employment or afterwards use for your own benefit, or for the benefit of any other person, or disclose to any person any confidential information relating to the business, affairs, interest or financial position of the RYA or any subsidiary or associated body or any person, firm, company or authority with whom the RYA or any subsidiary or associated body has or has had any dealings.”