



VOLUNTEER HANDBOOK

2009

February 2009



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As one of our volunteers, this handbook is designed to give you all the information you need with regard to Sail 4 Cancer and the Volunteer Programme. Please do not hesitate to use it for reference at any stage.

Although our volunteer pool is still relatively small, we, at Sail 4 Cancer, are committed to grow this base as we strongly believe volunteers play - and will play in the future - a vital part in enabling us to offer cancer patients and their families the respite so needed. Whether you are volunteering directly at our headquarters in Kingsclere, fundraising and raising awareness out of the community or being part of one of our sailing days, your time adds up to the fantastic difference that our volunteers can make to the individuals and families who really need us.

So from everyone at Sail 4 Cancer, a big **thank you!**



1. SAIL 4 CANCER

1) What is the charity about?

Sail 4 Cancer is a fast-growing UK-based charity whose aim is to use sailing as a medium to raise funds partly used to provide sailing opportunities for cancer patients and their families but also to improve cancer treatment, research, care and rehabilitation.

The charity was founded in 2001 by few people who have all lost a close relative or friend to cancer in recent years. The courage displayed by those people who have been lost was the source of inspiration to help others in similar situations.

Since Sail 4 Cancer commenced operations, over 870 cancer patients and their families have benefited from Sail 4 Cancer funded sailing trips.

In 2008 only, Sail 4 Cancer was able to offer nearly 800 respite days helping over 250 people living with cancer by providing respite, quality time together and an opportunity to rebuild confidence and relationships.

2) Our Mission

"It would be so lovely just to have some time out, away from this illness, hospital appointments and treatment."

At Sail 4 Cancer we understand this feeling. When you are living with cancer, whether you are a patient or a carer, undergoing treatment or even in remission, everything seems somehow to focus on the illness. Just a day doing something different, being yourself again, feeling "normal", can leave you refreshed and revitalized. When you have also tried something new and exciting, it can be a huge boost to your confidence. It is for these reasons that Sail 4 Cancer take cancer patients, their families, carers and those recently bereaved on respite sailing trips and holidays.

Sail 4 Cancer believes that sailing can help people living with cancer in a multitude of ways not only for patients, but for ALL those affected.

Whilst everyone appreciates that research is absolutely vital in the battle against cancer, something extra-special to look forward to has an immediate benefit for those already living with cancer. Then spending time with friends and family, away from hospital and medical appointments, rebuilding confidence and strengthening relationships is priceless during such difficult times.



3) What Sail 4 Cancer offers

Sail 4 Cancer aims to improve the quality of life for individuals and their families who have been affected by cancer. Thanks to the donations received, the charity is able to:

- Offer a variety of sailing experiences for cancer patients and their families, the recently bereaved and carers thereby giving them the opportunity to switch off from the realities of everyday life.
- Award grants to hospitals and hospices for the provision of treatment, care, research and equipment

Sailing being the driver of the charity to help individuals and their families, Sail 4 Cancer has teamed up with several partners over the past years to offer today a wide range of sailing activities and holidays:

- **Solent Sailing Days**

Sail 4 Cancer offers a variety of sailing days during the summer season, leaving from Hamble, Southampton and Gosport, to enjoy a relaxed day out on the water with the opportunity to take the helm and enjoy the pleasures of sailing at one's own pace.

- **Weekend trips for teenagers**

Sail 4 Cancer works alongside the London Sailing Project to provide weekend trips for teenagers living with cancer and a chosen friend between the ages of 14 and 19.

- **Sailing centres**

Sail 4 Cancer teamed up with a small handful of RYA accredited centres around the UK. These centres provide a basis for local families to enjoy the centre's facilities.

- **Made to measure**

Sail 4 Cancer is able to work around individuals and their families and in certain cases make arrangements to suit difficult family situations.

- **Holidays**

Every year Sail 4 Cancer is able to offer a handful of water sports type holidays enabling people to break away from everyday life and try out a new sport in a sunny climate.

- **Sail 4 Cancer Fun Day**

Sail 4 Cancer understands that families need to breakaway from the stress of cancer and have some good honest fun.

With multiple boats out on the water and a day filled with fun and games, this is a family group sailing trip to remember. The day finishes with a BBQ in the sun and the chance to talk to the other families.



- **Sail 4 Cancer Sailing Adventure**

Sail 4 Cancer are looking into the possibility of taking a crew to participate in one of the UK's premier sailing events to experience at first hand the thrills and exhilaration of competitive sailing.

4) Who are we?

Sail 4 Cancer is a relatively small charity run by a management team of trustees from diverse background and supported by an executive team.

- **Our Trustees**

- **Graham Precey - Fundraising/Compliance**

Brought up and educated in Brighton, Graham graduated with a first class honours degree from Brighton Business School, leading him to Wealth Propositions Manager for Legal and General, where he was responsible for identifying new markets and their future growth. Graham brings to the Charity an understanding of joint ventures and partnerships. Passionate about the work that Sail 4 Cancer does, Graham has taken on the role as Chair of Trustees in 2009.

- **Andy Hayward – Marketing**

Having discovered sailing at the age of 24, shortly before losing his father to cancer in 1999, Andy decided to channel his grief into something positive and has been involved with the Charity since 2001. Andy is a keen dinghy sailor and is a regular sailor at the Southport 24-Hour Dinghy Race. Andy is a trained marketer from within the travel/leisure industries.

- **Richard Groome - UK Operations**

Having been a key member of the Sail 4 Cancer team since 2002, Richard is now responsible for 4 Cancer Ltd, the retail side of Sail 4 Cancer, selling everything from clothing and accessories to corporate sailing days. Richard comes from an IT Sales background where he has held several senior sales roles. In his 'spare' time, Richard is an avid cyclist and, along with his wife, is renovating a former bank near Newbury.

- **Hamish Oliphant - Marine Operations**

Educated in Scotland, Hamish attended Strathclyde University to study Naval Architecture and has worked on consultancy and design projects for luxury yachts around the globe. Hamish has taken time out to pursue his sailing career, has been Skipper for the Volvo 60 Spirit in numerous races, Navigator for BG Spirit, winner of the Global Challenge and crewed onboard Conrad Humphreys's VX40. Hamish brings an extensive knowledge of the marine industry to Sail 4 Cancer.



- **The Executive Team**

- **Rachel Holmes - Fundraising**

Rachel is primarily responsible for looking after all of our key fundraising partnerships, giving her time and support to those raising well-needed funds for the charity. She also looks after Sail 4 Cancer's key events throughout the year, working with organisers to maximize their success.

She has enjoyed making a difference in the charity sector for over 8 years now, working previously with the Eden Project and before that spending nearly 5 years with local children's hospice, Naomi House.

- **Cathy Jenkins - Family Liaison / PR**

Cathy is responsible for writing Sail 4 Cancer's marketing materials and press releases in conjunction with Fleishman-Hillard. Cathy is also responsible for ensuring that families living with cancer are able to book and, most importantly, enjoy their time/holidays on the water. Before joining Sail 4 Cancer, Cathy enjoyed a successful marketing career working for Thorn EMI and global manufacturer 3M, prior to having a family.

- **Sandrine Wallace – Project Management / Volunteer Programme**

Along with Cathy, Sandrine dedicates part of her time to the organisation of sailing holidays for cancer patients and their families and to the day-to-day management of the charity. Sandrine joined Sail 4 Cancer in June 2008 during a career break following her son's birth and comes from the healthcare industry where she held various marketing positions whilst working for medical device and pharmaceutical companies such as Allergan lately.

- **Julie Colquhoun - Finance / Admin**

Julie performs a key function for Sail 4 Cancer as part time financial and office administrator. Before having a career break to start a family, Julie worked for several financial institutions in London including Peugeot Finance.

Beside the Trustees and the executive team, the charity benefits from the expertise and skills of few people in various domains such as web design and management, legal and commercial, hospice liaison, etc.

- **Our Patrons & Ambassadors**

- **Admiral Lord Michael Boyce (Patron)**

The former Chief of Defence Staff and First Sea Lord was Sail 4 Cancer's first appointed Patron. After a distinguished career in the Royal Navy and the Ministry of Defence, Lord Boyce is helping Sail 4 Cancer by raising the profile of the charity as well as hosting events.



➤ **Ben Ainslie OBE (Patron)**

Ben is one of Britain's most successful ever Olympic sailors, having recently won his third successive Olympic Gold in Beijing. With Olympic medals, World and European Championships, Ben has cemented himself as one of the top sailors. If this was not enough, in between Olympic campaigns he has been involved in the Americas Cup and is currently a member of the Emirates Team New Zealand.

Ben is involved with Sail 4 Cancer from sailing with patients to attending fundraising functions where possible.

"I am honoured to have been invited to be a Patron of Sail 4 Cancer, having regularly watched them at sailing events tirelessly raising funds for cancer treatment and research. The work Sail 4 Cancer carries out to take cancer patients and their families out on the water is only to be admired. I hope as a Patron I can help to raise more awareness and support for this deserving sailing charity."

➤ **Dee Caffari (Patron)**

Dee is a huge inspiration to many people in the UK as she recently became the first solo female to circumnavigate the globe, non stop, against the prevailing winds and currents. Dee started her career as a secondary school PE teacher before moving into the world of sailing, which led to her joining the Global Challenge Round the World Race in 2004/5 and this is when she became inspired with the idea that she could do this solo. In May 2006 Dee sailed into the record books.

"It is an honour to have been asked to be a patron to Sail 4 Cancer; I am looking forward to becoming actively involved, both in forms of fundraising and contributing towards the future growth of the charity."

➤ **Nick Moloney (Patron)**

A talented and professional sailor who has raced at the top level of the sport for over a decade, including the Whitbread, America's Cup, Vendee Globe and Jules Vernes. Nick joined Offshore Challenges Sailing Team to pursue his sailing career and as a result competed in the Vendee Globe 2004. Nick came on board as Patron in 2003 and has had a very active role from sailing with patients to fundraising for the charity.

➤ **Phil Sharp (Ambassador)**

Phil Sharp, at 25 years old, is Britain's most promising up and coming offshore yachtsman. He recently triumphed in the notorious Route du Rhum 2006 solo transat race, taking victory in Class 40 and finishing nearly a whole day ahead of his rivals. Phil is the first in Britain to win his class in this event since Dame Ellen MacArthur, and he steps firmly into her shoes as the next big hope in offshore sailing. Phil is based in Jersey and is now working towards competing in the Open 60 class and the Vendee Globe.



➤ **Laura Baldwin (Ambassador)**

Laura is a British Olympian and her story is one of determination and inspiration. With a late start in her sailing career, Laura learnt what a 'wind shift' was and the basics of yacht racing whilst on a sailing holiday in 1998. Six years later, Laura represented Team GB at the Olympic Games in Athens 2004. Ranked 3rd in the world by the end of 2006, Laura is now training hard to win Gold at the 2012 London Olympics. When off the water, Laura is under the wing of the BBC, learning the skills needed for a future in Sports Broadcasting.

"I am proud to support Sail 4 Cancer. This charity couldn't be closer to my heart, for having lost friends to this disease and for my love of sailing. I think the team does a wonderful job, it's really touching the great work they do. I look forward to being a part of the Sail 4 Cancer team and will embrace my role as an Ambassador."

➤ **Rhys Jones (Ambassador)**

Rhys is an ambitious mountaineer and on his 20th birthday stood on the summit of Mount Everest and claimed the world record as the youngest person to climb the highest peak on each continent, known as the Seven Summits Challenge. Not scared of an adventure, Rhys has also taken to the sea and completed the Round Britain and Ireland Race 2006 on an open 40 with a professional crew. Rhys is always looking for new challenges and will be taking the plunge for Sail 4 Cancer in the future with the aim to raise funds.

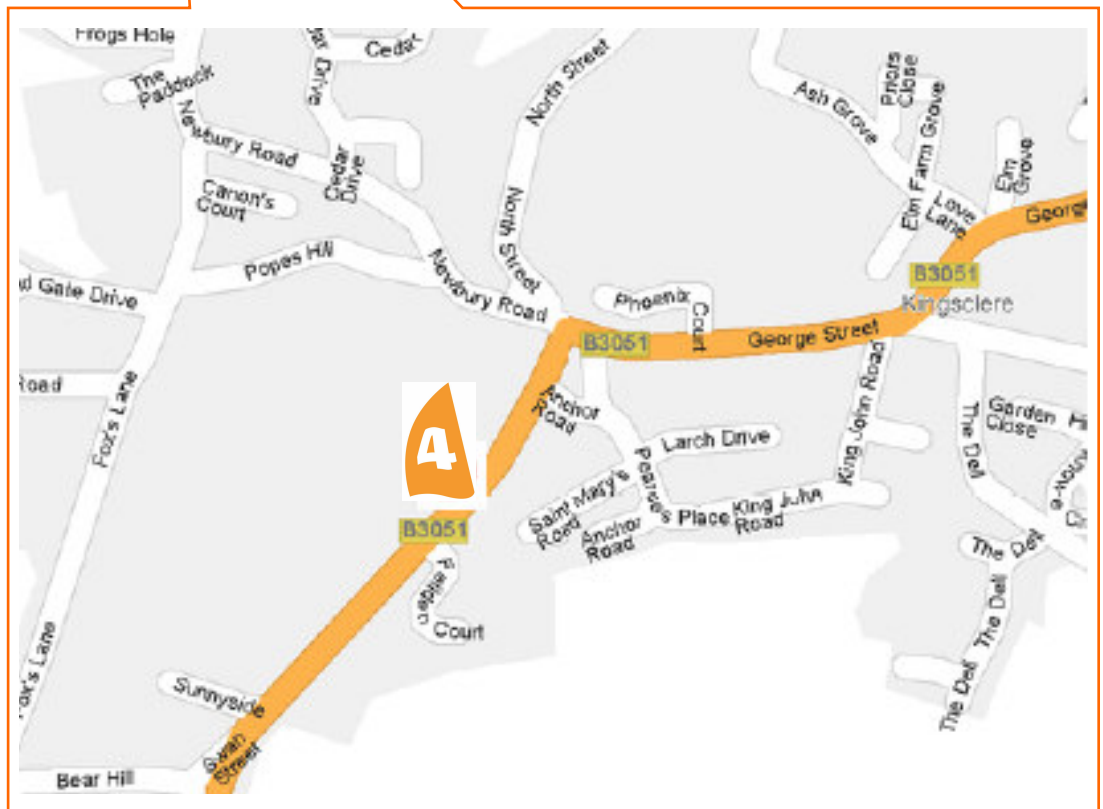
➤ **Rachel Howe (Ambassador)**

A dedicated youth sailor, Rachel is representing Sail 4 Cancer on the Olympic circuit in the Yngling keel boat class. Spending 365 days a year dedicated to becoming an Olympian, Rachel appreciates just how privileged she is to be healthy and going for gold in 2012 and is proud to be an ambassador. Rachel is enthusiastic about supporting Sail 4 Cancer in every way possible, taking time out to sail with families as well as attending functions and fundraising in between training.

5) Sail 4 Cancer premises

Sail 4 Cancer's head office is located in the centre of Kingsclere, a village situated between Newbury and Basingstoke at the border of Berkshire and Hampshire counties. Our contact details are:

Sail 4 Cancer
Suite 1
24 Swan Street
Kingsclere
Hants
RG20 5PL
+(44) 0845 408 1849





2. Sail 4 Cancer's Volunteer Programme

1) Why we need volunteers?

Sail 4 Cancer values immensely the unique role that volunteers play in the organization. Volunteers bring experience and skills which help support and enhance the work that we do and the opportunities that we can offer. They also help develop stronger links with our local community and promote what we do.

2) Where do our volunteers help us?

Volunteers can help in many ways, from office-based administration to fundraising activities as described below:

- ***Promoting the charity and raising funds***

Whatever the type of event Sail 4 Cancer participates in (boat shows/exhibitions, sailing regattas, sporting events, ...), volunteers are needed to help out raise the awareness about the charity and its objectives, distributing leaflets, collecting funds and/or selling raffle tickets to attendants.

- ***"Hosting" a sailing day***

For some of the sailing days organised in collaboration with a charter company, the charity needs one volunteer to represent Sail 4 Cancer. The role is a coordinator's one and involves welcoming participants, making sure everyone is comfortable and enjoying his/her time on board and taking pictures to make this day a memorable one.

- ***Being member of a crew (skipper or mate)***

In few occasions, Sail 4 Cancer benefits from a bare yacht lent for a day by a charter company and needs to recruit a crew in order to be able to take people on the water. The charity looks for individuals with sailing qualifications to skipper and/or mate as well as strong social and interpersonal skills.

- ***Marshalling***

When social or sporting events take place and Sail 4 Cancer is involved in the organisation committee or as the event beneficiary, the charity sometimes needs to call for volunteers to marshal.

- ***Manning stands***

Sail 4 Cancer sometimes exhibit at sailing/boat shows and requires volunteers to man the stand and sell related products to raise funds for the charity.



- ***Administrative tasks***

On an ad-hoc basis, Sail 4 Cancer requires additional workforce in the office (or not as some activities can be done remotely) for more administrative tasks which can vary from computer-based work (data inputting or web search for example) to more time-consuming activities (information packs preparation).

3) Commitment

The amount of time given by a volunteer will depend on the opportunity this person is involved in and of course what he/she can afford to give – we appreciate any support that you can give us!

Your commitment will always be discussed before you begin supporting Sail 4 Cancer. If for any reason you cannot attend an event or a time when you had agreed to support us, you should inform the Volunteer Coordinator as soon as possible. This is also the case if you feel you need to alter or withdraw your commitment to the organization for any reason.

4) Support

The Volunteer Coordinator, the Sail 4 Cancer staff and the Trustees are committed to supporting our volunteers. We are responsible for your induction and training along with continuous support and supervision.

Due to the nature of our work, it is vital that staff and volunteers communicate well with each other and work together as a team. We are always there to listen to any problems or issues that you may have in relation to working with us. For example, some people volunteering to host a sailing day or a week-end may want or need to de-brief about how emotional it was for them to see the respite in action.

It is important to us that regular reviews take place, which normally happen either through informal conversations, telephone calls or team meetings. It is also important that you give your views along with any ideas or suggestions you have. Any concerns should be raised as soon as they arise with either the Volunteer Coordinator or another relevant member of staff.

5) Introductory period

A 3-month introductory period applies to volunteers engaged to work in the office on a regular basis.



6) Complaints procedure

If you have a grievance relating to any aspect of your volunteering with us, you should have no hesitation in raising your concerns as soon as possible. We will take any concerns you have very seriously and it is our intention to deal with them as quickly as possible, keeping you informed throughout.

- 1) Raise the matter with the Volunteer Coordinator as soon as possible. If it is not appropriate to take up the matter with them or it is actually about that person, you can leave a message to the attention of Richard Groome on 0845 408 1849.
- 2) We will act upon this information and work towards a solution as soon as possible.
- 3) If you are not happy with the subsequent outcome, you can escalate it to the Chairman of the Trustees, Graham Precey, leaving a message to his attention on the same phone number.

If the volunteer's activities do not meet with the charity's expectations or standards, the Volunteer Coordinator will talk with the volunteer and give all support and any further training and guidance needed to improve the situation. If this is unsuccessful, we may offer a more suitable role to the volunteer depending on the circumstances or explore external pathways.

In more serious situations, the future of a volunteer's support with us maybe reviewed completely. These circumstances include breach of confidentiality, inappropriate behaviour to children, families, staff or fellow volunteers, fraud or theft.

7) Equal Opportunities

Sail 4 Cancer is committed to the principle of equal opportunity. We ensure that no volunteer is treated less favourably be it in their recruitment, training or management with the charity, on the grounds of their sex, marital status, sexual orientation, disability, race, religion, colour, nationality, ethnic or national origin, disability or age. The charity's objective is to ensure that volunteers are selected and treated solely on the basis of their relevant aptitudes, skills and abilities.

8) Confidentiality

As a volunteer, especially when working as hosts on our sailing days and weekends, we want you to be aware that sometimes there are issues that you may be exposed to that you find emotional or difficult to deal with. We want to make sure that you know who to approach regarding these issues, and how best to deal with them.

Volunteers are responsible for maintaining confidentiality of all sensitive information regarding our beneficiaries or the overall work of Sail 4 Cancer that they are exposed to, no matter how they are exposed to it. This confidentiality also includes information on individuals and families taking part in sailing opportunities and holidays, financial



information, donations and data held on donors in accordance with the Data Protection Act 1998. Confidentiality applies to everyone in the charity; staff, trustees and volunteers and failure to keep it is considered a serious matter and may result in reviewing completely the volunteer's role and future with us.

9) Personal Information Disclaimer

As part of our ongoing search for funds, and to keep existing fundraisers and those who have made donations to Sail 4 Cancer informed, the charity publishes stories and pictures of our events and sailing opportunities on the website, in publicity material and for distribution to sailing and other media. Sail 4 Cancer is however fully committed to ensuring that any such items are very positive and non-intrusive and do not give any personal details without the individual's express consent.

If you do **NOT** wish Sail 4 Cancer to use your name, quotes and photographs for this purpose or have any restrictions in doing so, please let us know as soon as possible.

10) Health & Safety

The charity requires that volunteers and staff exercise a duty of care to themselves and others with regard to Health and Safety guidelines (Health & Safety at Work etc – Act 1974) whilst working with us.

We do not expect our volunteers to put themselves at risk and should never feel a nuisance if they need to ask for help. We encourage our volunteers to look at and assess the risks for each of the tasks they may be doing. Volunteers should never undertake any activity where they feel there is any risk and should discuss any concerns with the Volunteer Coordinator.

11) Fire Safety

Volunteers must make themselves aware of the location of fire fighting equipment and all escape routes from the premises in which they are volunteering. If you have any problems with this, please speak to the Volunteer Coordinator who will confirm any questions you have.

12) Manual handling

You are encouraged to look and assess the risks for each task you do as a volunteer which involves manual handling. If at any time you feel strain or pain, it is important that you do not continue with the task and seek advice from your GP if the problem is not resolved.



You can get further information from our Manual Handling leaflet. Just ask us for it!

13) Dress Code

Volunteers are asked to dress appropriately for their role with us. In case of any doubt, please get in touch with the Volunteer Coordinator who will be happy to advise.

For most of the volunteering opportunities, the charity will ask you to wear a T-shirt branded with the charity logo in order to help identify you as supporting Sail 4 Cancer. We would be very grateful if, once the voluntary work is completed, you could return it washed and ironed to the office.

14) Badges

You will be issued with a volunteer badge for most of the volunteer opportunities. Please remember to wear it at all times when volunteering with us, showing that you are part of our team!

Thank you very much for sending it back along with the T-shirt once the mission is over.

15) Sickness

If you feel you cannot make it in for your time to volunteer with us, please let us know as soon as possible so that we have enough notice to find somebody to replace you.

Below are the phone numbers to call in order to inform us of your inability to volunteer:

- Office: 0845 408 1849 (please leave a message if nobody answers your call) or email volunteer@sail4cancer.org
- Sandrine Wallace (out of office hours): mobile phone number to be provided in the briefing pack

16) Expenses

For every volunteering opportunity, Sail 4 Cancer offers volunteers to get their expenses reimbursed. It is part of the charity's policy and ethics to meet its commitment to offering equal opportunities to all especially as the cost of volunteering can be significant for some.

Further details regarding the expenses claim policy can be found in the relevant appendix.

17) Insurance

All registered volunteers are covered under our Employers Liability Insurance.



18) Volunteer Agreement

In order to make clear what both sides have to honour when it comes to the Volunteer Programme, Sail 4 Cancer will ask every volunteer to sign a volunteer agreement which, we hope, shows how much we value and are serious about our volunteers. A copy of the Volunteer Agreement is available in the Appendix 2.



3. Appendixes

- **Appendix 1** – Expenses Claim Policy and Form
- **Appendix 2** – Volunteer Agreement



Appendix 1 – Expenses Claim Policy

For every volunteering opportunity, Sail 4 Cancer offers volunteers to get their expenses reimbursed. It is part of the charity's policy and ethics to meet its commitment to offering equal opportunities to all especially as the cost of volunteering can be significant for some.

Which expenses will be reimbursed?

Sail 4 Cancer will reimburse the following expenses on request and upon receipt of the claim (including the completed Expenses Claim Form and receipts):

- travel to and from the place of volunteering
- travel while volunteering
- parking fees (excluding parking fines!)
- meals taken while volunteering
- postage, stationery
- other expenses (phone calls for example) subject to prior agreement with the charity

When traveling, volunteers are asked to travel by the cheapest reasonable form of public transport. If driving, the reimbursement of the expenses is based on the HM Revenue & Customs rates which take into account depreciation and other running costs as well as fuel as follows:

- cars and vans: 40p per mile for the first 10,000 miles, 25p per mile over 10,000
- motorcycles: 25p per mile
- bicycles: 20p per mile

When volunteers devote a full day or few hours including a meal time, the charity will reimburse the cost of a sandwich/drink meal.

Expenses should be considered reasonable as volunteers should keep in mind that the higher the expenses, the less important the proceeds going towards the charity. Sail 4 Cancer will retain the right to deem whether submitted expenses meet such a criteria.

When will the expenses be reimbursed?

All expenses incurred while volunteering will be reimbursed upon receipt of the completed Expenses Claim Form and relevant receipts. ***So, please remember to keep your receipts!***

The completed form and receipts should be sent to the attention of Sandrine Wallace @ Sail 4 Cancer, Suite 1, 24 Swan Street, Kingsclere, Hants, RG20 5PJ.

Once approved, expenses will be paid by cheque sent to the volunteer's home address, usually within 1 week after receipt of the claim.



Volunteers are encouraged to put a claim within a reasonable timeline as claims for a period exceeding a calendar month will not be considered (except outstanding circumstances).

Some volunteers may feel they do not need or should not be offered expenses. As not everyone can afford to write off costs incurred through volunteering, we encourage volunteers to claim their expenses even if they want to return the sum as a donation later.



Revised on: Jan-09

VOLUNTEER EXPENSES CLAIM FORM

Voluntary work opportunity:

Travel expenses using personal transport (car, van, motorcycle, bicycle)

Date	From - To	Reason	Miles	Return?	Total miles	Transport	Cost
					0.0		£0.00
					0.0		£0.00
					0.0		£0.00
					0.0		£0.00
					0.0		£0.00
					0.0		£0.00
					0.0		£0.00
Total travel expenses using personal transport							£0.00

Other expenses incurred in relation to the voluntary work (taxi fees, meal(s), parking fees, postage fees, stationery, ...)

Date	Type of expense	Details	Cost
Total other expenses			£0.00

Total expenses:

I acknowledge this represents an accurate account of my expenses.

Name:

Address:

Signature:

Town:

Date:

County:

Postcode:

Authorised by:

Date:



Appendix 2 – Volunteer Agreement

Volunteer Agreement

This Volunteer Agreement describes the arrangement between Sail 4 Cancer and you, (Name of Volunteer).

We wish to assure you of our appreciation of your volunteering with us and will do the best we can to make your volunteer experience with us enjoyable and rewarding.

Part 1: The Organisation

Your role as a volunteer is [role and task of that role] and starts on [date]. This work is designed to [how the work benefits the team/ organisation]. The Charity commits to the following:

1. Induction and training

- To provide thorough induction on the work of Sail 4 Cancer, its staff, your volunteering role and the induction and/or training you need to meet the responsibilities of this role. The Volunteer Handbook provides full details of the organisation.

2. Supervision, support and flexibility

- To explain the standards we expect for our services and to encourage and support you to achieve and maintain them;
- To ensure satisfactory supervisory support to you and meet with you within appropriate timeframes to discuss your volunteering, give feedback and address any problems;
- To do our best to help you develop your volunteering role with us.

3. Health and safety

- To provide adequate training and feedback in support of our health and safety policy, details of which are outlined in the Volunteer Handbook.

4. Insurance

- To provide adequate insurance cover for volunteers whilst undertaking voluntary work approved and authorised by us



5. Equal opportunities

- To ensure that all volunteers are dealt with in accordance with our equal opportunities policy, details of which are set out in the Volunteer Handbook.

6. Problems

- To try to resolve fairly any problems, grievances and difficulties you may have while you volunteer with us;
- In the event of an unresolved problem, to offer an opportunity to discuss the issues in accordance with the procedures set out in the Volunteer Handbook.

Part 2: The Volunteer

I agree:

- To support Sail 4 Cancer to fulfil its role in the community.
- To perform my volunteering role to the best of my ability and understand any physical implications that may apply with that role.
- To follow the organisation's procedures and standards, including health and safety and equal opportunities, in relation to its staff, volunteers and beneficiaries.
- To maintain confidential information of the organisation and of its beneficiaries, donors and supporters.
- To meet any time commitments and standards agreed to and to give reasonable notice so other arrangements can be made when this is not possible.
- To provide referees as agreed who may be contacted, and to agree to any further checks being carried out where necessary.

Note: this agreement is in honour only and is not intended to be a legally binding contract of employment.

Signed:

Date:

(Volunteer Coordinator on behalf of Sail 4 Cancer)

Signed:

Name:

Date:.....

(Volunteer)