

Volunteer Policy

Volunteering with member groups of NIJJA

About us

NIJJA was set up over thirty years ago as the body to establish safe practice within the Martial Arts which practice forms of Ju-Jitsu. Through a unique and synergistic approach to the promotion of Ju-Jitsu, NIJJA embraces different disciplines and establishes common ground. NIJJA members as a whole wish to employ effective mental and physical conditioning and self defence training programs. NIJJA is dedicated to the health, fitness and positive well-being of people of all ages.

Purpose of our volunteer policy

Our volunteer policy has been created to show our volunteers and potential volunteers that we have spent time and care in planning how volunteers will be welcomed into NIJJA. It also outlines that all volunteers will be treated in a fair and consistent way. It should also help our volunteers understand what support is available to them and what they can expect from us.

Our vision and mission for volunteering

Volunteering is a great way to share your enthusiasm, skills and ideas whilst having fun and meeting like-minded people. By volunteering for NIJJA you will be making a positive contribution to community development in our area. Volunteers are vital to our work.

Attracting volunteers and volunteer agreement

We have a range of opportunities for volunteers to get involved in our Volunteer program and you will be given support in your role as a volunteer along with what we can do to support you in your personal development. Once we receive a copy of your completed registration form, a member of our team will get in touch with more information on specific opportunities and we can decide together which option best matches your interests and time availability and also our needs. Your help will be greatly appreciated and really will make a difference.

Access Ni Checks

Some volunteer roles will require an Access Ni check to inform NIJJA of any criminal convictions that a person wishing to volunteer may have. For example, any volunteer position which involves regulated activity with children or vulnerable adults will be subject to an Access Ni check.

Induction and training

It does not matter how much you already know, as there will be opportunities to learn. By way of induction you will be given:

- Some information about NIJJA, our vision, mission and our future plans;
- the role of the volunteer;
- introduction to some volunteers;
- copy of all the relevant policies including this volunteer policy
- essential procedures such as timekeeping, Rota;
- information about training and ongoing learning opportunities

There will be a trial period of four weeks to give NIJJA and to give you time to discover if you are suited to each other. A review will be made midway through the trial period and also at the end. This is not an assessment, it is just so that we can be sure that you benefit the most from the volunteering experience and maximize the time you are giving freely.

Support

You will be allocated a Senior coach/Mentor who will guide and support you. This coach will remain your key contact throughout your volunteering with us. This will include regular meetings with you to discuss how you are getting on, discuss any training needs and deal with issues arising. This will also ensure that NIJJA are doing all we can to make your volunteering experience an enjoyable and meaningful one. If you have any issues you should contact the Chief Instructor of your organization in the first instance and secondly email nijja@jujitsuireland.com to request an NIJJA committee member contact you.

Recognition and reward

We could not do the work we do without our volunteers. To acknowledge this we will always say thank you and show appreciation for a job well done. There will always be a listening ear or shoulder to lean on.

Our volunteers are recognized in several ways

We hold several social events throughout the year to celebrate our achievements and that of our volunteers. Each year we celebrate the work done by our volunteers by way of a presentation at the end of our club assessments, and an annual dinner for staff & volunteers. Volunteers are also included in all special events that the organization holds.

Expenses

We value our volunteers and want to ensure that there are no barriers to volunteer involvement. All reasonable out of pocket expenses, if required, will be reimbursed including expenses for travel and meals (if working more than 4.5 hours in one session). In order to claim expenses, an Expenses Form must be completed, a valid receipt provided and this should be handed in to you mentor.

Insurance, health and safety, accidents and risk assessment

NIJJA member bodies are all required to have a valid insurance policy so that volunteers are covered by public liability insurance, which you are advised to read. It covers the volunteering activities you will be doing. We will keep reminding you of our Health and Safety Policy and give simple instructions on how to perform each task safely. We have clear procedures for accidents and emergencies and will always have a first aider on hand.

Resolving problems

We hope that you will have a very enjoyable experience volunteering with us. However if your role as a volunteer does not meet with your expectations or with the commitments we have made to you, we want you to feel comfortable about letting us know. First of all, talk to your mentor and he or she should be able to sort it out with you before it becomes a problem. If you do not feel this will resolve things you can speak to the Chief Instructor or again, if you have not received a resolution, request a meeting with an NIJJA committee member.

Confidentiality

We expect all volunteers to adhere to confidentiality guidelines which will be explained to you before you begin volunteering with us and this also includes use of social media and contact with any press.

Equality, Diversity and Inclusion

NIJJA is committed to embracing diversity and promoting equality and inclusion. When representing NIJJA as a volunteer we expect you to support our commitment to promoting equality.

Volunteering whilst on benefit

You can still volunteer with us if you are receiving benefits provided that we follow the legal guidelines. We have information from the Jobs and Benefits Department which we can talk through with you regarding the hours you can do and what you can claim for expenses incurred through volunteering.

This is the Volunteer Policy of NIJJA

It will be reviewed every _____ 12 _____ months

Date of next review _____

Signed _____

Position _____

Signed _____

Position _____