



VIRTUE MOVEMENT CO.



Volunteer
Handbook

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MY LEADERSHIP ACADEMY PROGRAMME



The Virtue volunteer handbook outlines the arrangement between us; Virtue, and you in relation to your voluntary work within the club. All Virtue volunteers will be placed onto the British Gymnastics MY Leadership Academy programme. This programme is designed to create a structure in which young people can follow to help them develop as Leaders within Virtue. The programme encourages Leaders to complete five different 'topic' areas:

- **MY Learning:** Leaders are tasked with completing a number of different courses, both generic and sport specific.
- **MY Development:** Leaders are tasked with identifying a mentor and learning from working alongside them.
- **MY Volunteering:** Leaders are tasked with volunteering their time at events, and meetings.
- **MY Future:** Leaders are tasked with producing a development plan and completing their goals.
- **MY Project:** Leaders are tasked with identifying the needs, and running a project which benefits them/their club.

The programme introduces Young Leaders to the various roles and opportunities available within the sport and the club. Helping them to identify their strengths and the areas they enjoy; encouraging them to stay within the sport for longer, creating a larger, stronger workforce for the future at Virtue.

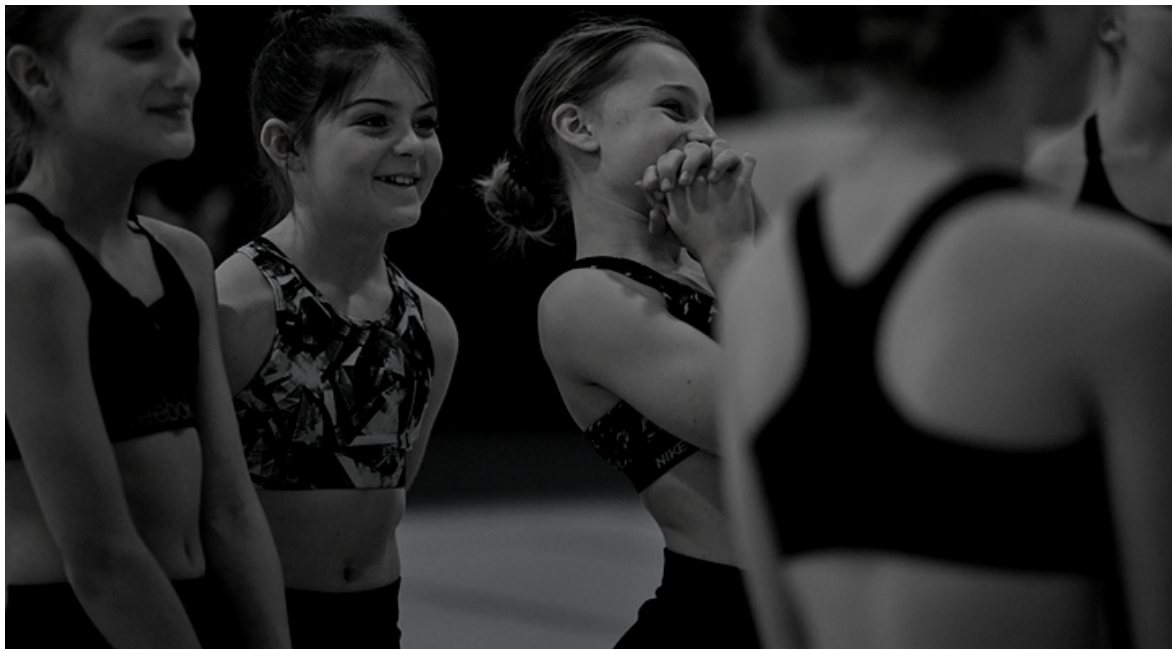
The programme is designed to be structured but flexible, to allow it to be adapted to suit the needs of different individuals and different environments. There are awards, rewards and recognition available at various stages of completion to encourage the participants to continue following the programme.

All Virtue volunteers will receive their MY Leadership Academy booklet once enrolled and with the support of the club will work through the programme and develop as leaders.

DUTIES AND RESPONSIBILITIES OF VOLUNTEERS

- To help set up and pack away the session in agreement with the coach running the session.
- To help with warm-ups, conditioning, flexibility and cool downs of the whole group as requested by the coach in charge of the session.
- To help to develop movement skills as guided and directed by the coach in charge of the session or by using the lesson plan given to you by them.
- To help supervise members being returned to their grown-ups at the end of the session.
- To report any accidents, illnesses, safety hazards, discipline issues or worries about the members to the coach responsible for the session immediately. Any worries at all need to be shared with the coach so that they can act on them, no matter how small the worry. These worries could include things members tell us, things we notice or things that are shared by others. They can be worries about the member at home or at the gym. It's better to share and it be nothing than to keep your worries a secret if they need to be dealt with.
- To keep improving your own skills so you can help the members improve too.
- Ensure you have read and understood the young volunteer policies folder and signed the front page to show you have understood these. If you are unsure about any of these then ask the coach in charge of your session to help explain. These are really important so it's important you understand what they say. If any of these are updated during your time with us, we will show you these and explain them to you. Make sure you follow these at all times.
- To complete anything else the coach in charge asks you to do that is relevant to your role.
- Be the best you can be and always give 100% to your volunteering. Making sure that you represent Virtue in a positive way.
- Take part in any training that we identify helps you in your role.
- Do not talk about specific people at Virtue away from your sessions. This includes identifying the members by name or talking about the staff. This helps to keep everyone safe and means we follow the law and shows that we value and respect all members and staff.
- Let the welfare team know if you have any worries or complaints; or if there is anything we need to know that makes the gym a safer or nicer place for you or anyone else.
- Turn up for sessions that you are committed to and let the coach in charge know with as much notice as possible if you cannot make it.
- Remember we are all one team and are around to help each other when needed.

OUR PROMISE



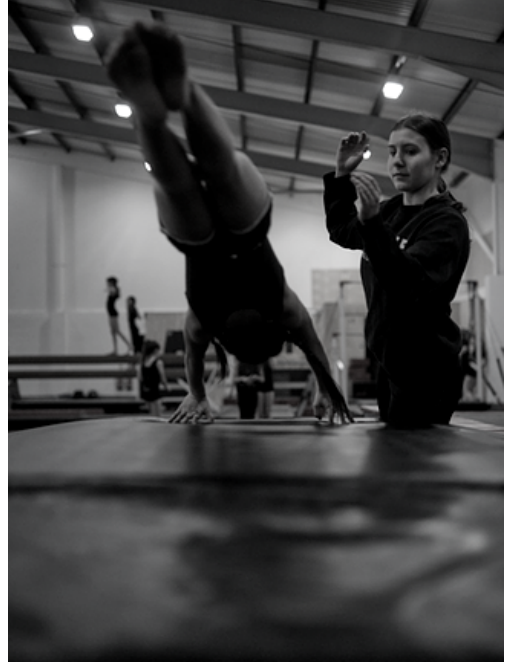
Virtue recognises that there is a wealth of people across our club with valuable knowledge and experience of the job role they do. Our promise is to share this knowledge and experience in a formal arrangement with the next generation of leaders.

We promise to:

- Make sure you have the right training for your role, and this is kept up to date throughout your time with us.
- Be clear about your role and what is expected of you.
- Listen to any concerns and/or feedback you share and make sure they are shared with the right people. We will talk through with you how we will resolve these if needed.
- Make sure that all volunteers have equal opportunities whilst volunteering.
- Ensure your health, safety and welfare needs are met.
- Encourage a positive and supportive volunteering experience.

This agreement is in honour only. It is not intended to be a legally binding contract and either Virtue or the volunteer can end the agreement at any time.

CODE OF CONDUCT



Virtue is fully committed to safeguarding all our members. We adhere to the strict guidelines under British Gymnastics with regards to the welfare of our children. The club believes it is important that all members must show respect and understanding for the welfare of others. Therefore, members are encouraged to be open at all times and share any concerns that they may have about any aspect of the club with us. As a member of Virtue you are expected to follow the club code of conduct:

- To create an environment where our members feel supported and encouraged to progress but have fun too
- No shouting at anyone
- Always provide positive and valuable feedback
- Remember you are representing Virtue at all times - You are a role model
- Be enthusiastic the moment you step into the gym till the moment you leave
- If there is anything outside of gym that is causing you a distraction or worry raise this with your coach at the start of the session
- Long hair needs to be tied up completely out of your face
- No Jewellery to be worn during your session; including watches and earrings
- Virtue uniform must be worn at all times, black/grey bottoms and trainers
- Always be fully involved during your volunteer sessions
- No sitting down during your volunteering session unless asked to by your coach
- Always text the coach in charge as well as management at your earliest convenience if you are going to be late or absence
- If you are off sick, you need to have at least 48 hours off work
- No eating in the gym including no chewing of gum
- Respect everyone at all times
- If the coach in charge of your session asks you to complete something relevant to your role – please do this
- No phones are allowed in the gym. Please leave these in the staff room
- Remain professional at all times you are in a working environment
- All hours will be issued monthly
- Treat everyone equally
- Continue to learn new skills enabling you to help the members with these
- Always be on time to your sessions
- Always treat the facilities and equipment with respect
- Make sure that you always consider how safe your actions are
- Unkind words must never be used in the gym i.e.: naughty, lazy, rubbish, chicken
- Try to be the best coach and helpers you can be

PARENTS INFORMATION

What is the MY Leadership Academy?

The MY Leadership academy programme is a structure for Young Leaders to follow to help them progress and develop in all areas of movement leadership and volunteering.

The programme has five areas to complete:

- **MY Learning:** Leaders are tasked with completing a number of different courses, both generic and sport specific.
- **MY Development:** Leaders are tasked with identifying a mentor and learning from working alongside them.
- **MY Volunteering:** Leaders are tasked with volunteering their time at events, and meetings.
- **MY Future:** Leaders are tasked with producing a development plan and completing their goals.
- **MY Projects:** Leaders are tasked with running a project which benefits their club/community.

What are the benefits of volunteering at Virtue?

There are many benefits associated with following the MY Leadership Academy programme; some of these benefits are listed below:

- Improve your CV
- Make new friends
- Give something back to the community
- Learn new skills
- Meet new people and make connections
- Develop personal skills
- Have fun
- Gain a reference

How much does the MY Leadership Academy Programme cost?

The Leadership academy programme is free to Virtue volunteers who are also British Gymnastics members. There may be some cost associated to completing the MY Learning area as the Leaders have to attend courses and gain qualifications to complete this area.

How much time does it take?

The programme is completely flexible and can be adapted to suit the needs and wants of the individuals completing the programme. The minimum time to complete the programme is 12 months.

Will my child get a job at the end of their MY Leadership Academy programme?

If a paid position becomes available at Virtue all volunteers will have the opportunity to apply for the role.

How many hours a week will my child be coaching?

Volunteers will need to be able to commit to 2 hours every week in return we will offer you specialist volunteer training and valuable work experience.



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