

Volunteer Agreement



This Volunteer Agreement is a description of the arrangement between:

us, the Riding Establishment:

and you, the volunteer (full name):

in relation to your voluntary work, beginning on .

Your role as a volunteer is as a . We will provide you with a volunteer role description and handbook to help you, but if you have any questions, please raise them with your Volunteer Supervisor.

The intention of this agreement is to assure you that we appreciate your volunteering with us and to indicate our commitment to do the best we can to make your volunteer experience with us a positive and rewarding one. As a volunteer your time and commitment are greatly appreciated, but you will not be paid for the work that you do. You always have the right to decline any task that we ask you to undertake. This agreement sets out both our commitment to you and what we ask of you in return.

We committed to:

- Giving you a positive experience.
- Providing a thorough induction on what we do, our staff and your volunteering role.
- Providing the training necessary to assist you in meeting the responsibilities of your volunteering role. This will be discussed and agreed with you during your induction.
- Providing a named person who will be your point of contact while volunteering.
- Providing support throughout your volunteer experience through regular meetings with your supervisor and informal feedback.
- Explaining the standards we expect; and encouraging and supporting you to achieve and maintain them.
- Being flexible in relation to your volunteering hours, recognising that you may have other commitments.
- Honouring the time commitment you have agreed to give us, and not to expect more from you unless offered and agreed.
- Reimbursing agreed out-of-pocket expenses following procedures set out in our Expenses Policy.
- Providing adequate training and information to ensure you know what to do to stay safe, in accordance with our Health and Safety Policy.
- Providing adequate insurance cover for you while undertaking volunteering approved and agreed by us.
- Resolving in a fair and just manner any problems, grievances or difficulties which may be encountered while you volunteer with us.
- Following up on any feedback or questions you may have regarding your involvement as a volunteer.

I, the volunteer (named above), commits to:

- Performing my volunteering role to the best of my ability.
- Adhering to all policies, procedures and standards, including those associated with equal opportunities and health and safety.
- Maintaining the confidentiality of staff and client data and information.
- Meeting time commitments that I have voluntarily agreed to and, where this is not possible, giving as much warning as practical so that alternative arrangements can be made.

This agreement is binding in honour only, is not intended to be a legally binding contract between us and may be cancelled at any time at the discretion of either party. Neither of us intends any employment relationship to be created either now or at any time in the future.

Agreed to:

Signed

(volunteer)

Signed

(on behalf of Riding Establishment)

Date: