

Regulation, Advice and Guidance Note 44

Sponsor Club Development Committee

Approved 9 May, 2013

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VOLUNTEER MANAGEMENT IN RUGBY CLUBS

- 4401 Almost every person reading this will be a rugby volunteer. But what is a volunteer? If a person provides time and effort freely and without legal obligation to do so and without any right to receive payment in return then that person can be called a volunteer, and can (indeed should) be reimbursed their reasonable expenses incurred in fulfilling their role. However, if someone is paid even to work in a casual capacity on a one-off basis in busy periods, or is paid an honorarium that is more than just actual expenses then that person is likely to be a "worker" under the Act. And must be paid the National Minimum Wage and pay Income Tax and National Insurance Contributions on their wage.
- 4402 A good place to start in establishing a Volunteer Management programme is at Sport England - <https://www.sportengland.org/how-we-can-help/volunteering-qa/support> which provides details which may be of assistance. Another source of valuable information is <https://www.ncvo.org.uk/>. A Club's Volunteer Management Programme should concentrate on the 3R's of volunteering – Recruitment, Recognition and Retention and define the Club's plan to encompass these elements.
- 4403 When advertising vacancies it is advisable to explain the level of commitment required and the relationship with paid staff. All volunteers who are not known members of the Club should be invited to provide details of their previous involvement in sport or in volunteering and the names and addresses of two persons who can act as a referee and comment upon their suitability for whatever role you have invited them to fill or for which they have volunteered. Voluntary positions should have agreed Terms of Reference which clearly define responsibilities.
- 4404 Clubs should consider the importance of matching a volunteer to the role that best suits their skills set yet also provides a challenge – and one with which the volunteer will be comfortable. Clubs should be prepared to meet the whole or part of any training costs which might be involved.
- 4405 Clubs should not forget that they have a duty of care towards everyone including volunteers and just because someone is not being paid to fill a position then safety at work does not cease. If volunteers fail to comply with Club policies or Code of Conduct, they can expect to be asked to give up their role
- 4406 To ensure all this can be managed each Club should have a Volunteer Coordinator.
- 4407 Clubs may wish to apply the "Fit and Proper" persons test to potential Club Officers. This is required in Charities or Community Amateur Sports Clubs (CASC's) for positions which are considered by HMRC to be the "management" of the Club. These are principally trustees, directors, CASC officials and any other officials having day to day control over the running of the Club. A typical small charity would include the Chairperson, Treasurer, Secretary and cheque signatories. Charities and CASCs that do not meet this requirement may not get the benefits of tax relief and may find their registration is terminated.
- 4408 Someone is not a 'fit and proper person' who:
- has a history of tax fraud;
 - has a history of other fraudulent behavior;
 - the HMRC have knowledge of involvement in abuse of tax repayment systems;
 - is barred from acting as a charity trustee by a charity regulator or Court;
 - is disqualified from acting as a company director.
- 4409 See also Regulations 0705 to 0708 for information concerning awards to Volunteers.