



Duties and responsibilities of British Skydiving volunteers

Who are British Skydiving volunteers?

British Skydiving, as the not-for-profit governing body of skydiving in the UK, relies on volunteers from the sport (volunteer members) for a host of functions including as its directors, examiners, advisers, committee members, competition judges, archivists, and much more.

Without enthusiastic volunteers, and their skills and competences, British Skydiving could not function. Volunteers are at the very heart of our association and our sport.

Volunteering for British Skydiving is a way of giving something back to the sport we all love.

Volunteers typically have skills or competences that contribute to the human resources available to support, maintain and develop our sport.

Volunteers act in a designated official capacity and therefore are representatives of British Skydiving. As such, volunteers are required to abide by the **Form 303 Code of Conduct for all British Skydiving volunteers**.

Induction to the organisation

We aim to induct new volunteers into the structure and function of British Skydiving. The arrangements for your induction will depend on your role.

Becoming a volunteer marks a transition from being a member, a receiver of British Skydiving services, to be a volunteer member, and taking part in the delivery of British Skydiving services. It's often an important step in personal growth and in your involvement with the sport.

We often find that volunteers have knowledge, sometimes extensive, of one particular area of British Skydiving, but may know less about other areas. It is important that, as a volunteer, you have a good basic knowledge of the overall organisation and how it functions. Don't worry, you are not expected to be an expert on everything but should know generally about British Skydiving's range of work, so that matters pertaining to areas in which you are not involved can be referred to those who look after them.

The starting point from which everything else flows is British Skydiving's governing instrument, the **British Skydiving (BPA Ltd) Articles of Association** (available on the British Skydiving website). It is well worth reading this document, and always keeping it in mind as a reference.

British Skydiving has many **Forms**. In British Skydiving speak, a form may not always be something to fill in. Most forms are available on the British Skydiving website. There is always a list of current forms, which is also available on the website. We don't claim to have a form for everything - but a forms search is often a good place to start!

What are the duties and responsibilities of British Skydiving volunteers?

The duties and responsibilities of a volunteer depend on your volunteer role. You should familiarise yourself with the **role description** for your role.

You should/may need to seek advice on how and where your role description is documented. For example, the role description of a committee member is in the form of the terms of reference for the relevant committee. Whilst a committee member might be asked to co-ordinate a specific project or represent a particular discipline, those with a seat on a committee are not just there for any specific project or discipline, because all voting members of a committee share a collective responsibility for all decisions of that committee.

You should also familiarise yourself with your reporting line. For example, an examiner reports to the course director; a judge reports to the judges' co-ordinator, and a committee member reports to the committee. If you are not clear about your reporting line, please ask.

For some volunteer roles, such as a competition judge, there may be key documents in relation to duties and responsibilities, such as the judges' handbook. Volunteers in relevant areas will already be familiar with such documents from their training.

Volunteers who are Council Members (Volunteer Non-Executive Directors of British Skydiving)

Additional legal duties apply to Council Members as set out in the **Companies Act 2006** and the **Articles of Association**. See also **Form 178 Duties and responsibilities of British Skydiving Council Members** and **Form 297 British Skydiving Council Member / Director role description**.

Conduct at meetings

Some volunteer roles involve attendance at meetings of British Skydiving committees, working parties or panels, etc. The following applies to volunteers involved in British Skydiving meetings.

The Secretary to the committee (or working party, etc), who is nearly always a member of British Skydiving HQ staff, will advise you of the date, location and time of meetings. In doubt, please ask. If for any reason you cannot attend a meeting, please inform the Secretary as soon as possible.

The object of the meeting is to make **decisions** as smoothly as possible. A long meeting is wearing on everyone and leads to a poorer quality of debate.

The Chair, or their nominee, will lead the meeting and discuss only those matters on the agenda. If you wish for something to be included in the agenda, please contact the Chair and the Committee Secretary in good time before issue of the agenda. See **Form 280 - Council & committee protocols**. If you wish to initiate an item for discussion, please prepare the item for discussion by supplying an appropriate briefing paper (however short). It is much easier to discuss an issue fairly and thoroughly if all members of the committee have had time to consider it beforehand. The chance of getting new ideas accepted is also higher. Supporting papers ideally go out with the agenda or, where this is not possible, at least a few days before the meeting.

Meetings always aim to start on time. If you are unable to attend (or will be late), please let the Secretary know so there is no waiting around. You can then also register your proxy vote on any matters on the agenda.

Declaration of interest

Whenever a British Skydiving volunteer has a personal, financial or material interest, whether directly or indirectly in a matter to be discussed at a meeting and whenever such a person has an interest in another unincorporated or corporate body whose interests are reasonably likely to conflict with those of British Skydiving in relation to a matter to be discussed at a meeting, notwithstanding matters relating to the terms of business of British Skydiving, he or she must:

- (a) declare an interest before the discussion begins on the matter;
- (b) withdraw from that part of the meeting unless expressly invited by the Chair of the meeting to remain;
- (c) not be counted in the quorum for that part of the meeting;
- (d) withdraw during the vote and have no vote on the matter.

Council members should additionally refer to the provisions at **British Skydiving (BPA Ltd) Article 14** Declaration of interest.

Rules for proxy voting

A vote by proxy is the right of a voting Member of the Council of the Association, or one of its Committees, to exercise their vote when they are unable to attend the meeting on any motion, which, from the agenda, or papers for, the meeting they know, or may reasonably expect, will arise.

The absent Member has the right to appoint the Chair of the meeting as their proxy to cast their vote at the meeting. The vote must be made in writing, which includes fax and email from a recognised or verifiable e-mail address of the voting Member. The Chair of the meeting is then duly obliged to cast the absent Member's vote in accordance with his or her written instructions.

During the meeting, views will be taken for consideration in turn. If you want to make a point, indicate to the Chair and you will be invited to make your contribution.

When a decision needs to be made, a member will propose a motion; this needs a seconder. If there is not general agreement with the motion, an alternative motion can be proposed; if there is a seconder to this, the alternative motion (counter proposal) will be voted on first.

There are three possible ways to vote: for the motion, against the motion or to abstain from voting. If a vote is tied, the Chair has a casting vote which, by custom and practice, will normally be to maintain the status quo.

It is better if there is a unanimous vote as it demonstrates agreement. However, if you do not agree, make your thoughts known during the discussion and they will be answered. But as soon as a decision is made, it is the official decision of the entire Council, and collective responsibility applies.

Sandwiches and non-alcoholic beverages are normally provided at most meetings.

Conduct in volunteer activities

See **Form 303 Code of Conduct for all British Skydiving volunteers**. British Skydiving volunteers must always act for the benefit of British Skydiving and not in pursuit of any personal benefit. **Volunteers should be aware of conflicts of interest, real or perceived, in their work for British Skydiving** and should identify, declare and discuss these with the Secretary-General. Equally, British Skydiving volunteer work is no place for pursuit of personal preferment or personal disagreements, for example with other volunteers or staff.

Privacy and security of personal data

British Skydiving volunteers are bound by the provisions in **Form 310, Privacy notice for British Skydiving members**. Please ensure you have understood this policy, please ask the Secretary-General if you are unsure about anything, and please make yourself available when required for data protection induction/training.

Please be aware that regardless of where you are or what you do, you must:

1. uphold the integrity of British Skydiving's data, including any personal data, which has been disclosed to you in any shape or form or has been made available to be in your possession for the fulfilment of your role as a volunteer;
2. take all precautions when handling personal data of other volunteers, contractors, suppliers, members and/or past/prospective members, directors and staff of British Skydiving;
3. be aware that if you identify yourself on social media as volunteering for British Skydiving, your actions and opinions online are important to the credibility and reputation of British Skydiving. No representative of British Skydiving including but not limited to volunteers must post or share information on social media (including photos and videos) that could damage the reputation of British Skydiving, it's or its members and staff, including other volunteers, that could constitute bullying or harassment, or that could breach copyright law or be defamatory; nor should you disclose information confidential to British Skydiving or personal information about any individual that could breach **Form 310 Privacy notice** and/or the **Data Protection Act 2018**. Any such posts which impact on British Skydiving or other members, staff or representatives of the Association no matter where or when you post, may lead to disciplinary and possibly even legal action against you;
4. if you use your personal device for British Skydiving's work while volunteering, report this to British Skydiving for its use to be recorded.

Travel expenses

Volunteers may claim the current British Skydiving mileage allowance for attendance at British Skydiving meetings/events that their role necessitates them to attend. Voluntary attendance at other meetings is not normally reimbursed unless cleared by the Committee Chair or COO beforehand. Those travelling to or from outside the UK to attend meetings may claim travel expenses at standard British Skydiving rates for travel in the UK only, to or from the port of disembarkation/embarkation. Volunteers cannot claim any expenses for attendance at the AGM (except for the independent directors).

When considering making a claimable journey, you should try to minimise the cost to British Skydiving and consider car sharing or public transport if this would be more efficient. Please note hotel costs, meals and the purchase of items of equipment that should go through the normal British Skydiving purchase and

authorisation procedures must not be claimed via expenses. Any expenses outside normal standing committee/working group, etc, meeting mileage claims should be approved in advance in writing by the relevant budget holder.

Procedure for approval of invoices/expense claim forms for payment

- 1 All invoices/expense claim forms for payment need to be authorised by the relevant Committee Chair or recognised budget manager of the Committee before payment can be made. The Committee Chair is responsible for keeping to the allocated budget in each accounting period.
- 2 Any invoices/expense claim forms for judging will be approved by the Judges' Co-ordinator, and these, including invoices/expense claim forms of the Judges' Co-ordinator, ultimately authorised by the relevant Committee Chair or nominated budget manager.
- 3 Any invoices/expense claim forms relevant to Coaching Roadshows will be approved by the Discipline Rep, but ultimately authorised by the relevant Committee Chair or nominated budget manager.
- 4 All invoices/expense claim forms will need to be authorised by Tony Butler, COO, in addition to the relevant Committee Chair or nominated budget manager.
- 5 The budget holder should be aware of any expense outside normal expenses guidance before it is incurred.
- 6 The usual method of payment will be by bank transfer to the sort code and account number submitted on the form, or as already held in British Skydiving records.
- 7 Only those incurring an expense may claim for its reimbursement.

Illness, absence or holidays

Please ensure you inform the person or body to whom you report of any long-term illnesses, absences or holidays if you are not contactable. It would be helpful if you could also inform them when you are back.

No smoking policy on British Skydiving premises

Please do not smoke anywhere in British Skydiving HQ. This also applies to electronic cigarettes. Please switch off mobile 'phones and pagers to avoid distractions.

Use of e-mail addresses on the British Skydiving domain:

firstname@britishskydiving.org or your.name@britishskydiving.org

As a matter of good practice every volunteer should use their British Skydiving email address (where provided) when acting in their British Skydiving capacity. This will set clear boundaries and alleviate/reduce risks of breach of confidentiality and other potential breaches associated with differentiating between acting in your organisational capacity, or your personal capacity. Volunteers are expected to protect their British Skydiving account with Multi-Factor Authentication (MFA). British Skydiving's IT supplier's telephone helpdesk is available, via British Skydiving HQ, to advise volunteers in setting up their British Skydiving account or on any issues that may arise from time to time in using it.

Those on the British Skydiving domain may also have access to appropriate files and folders on British Skydiving SharePoint.

Please remember that you are using an official channel of communication of British Skydiving and use this consideration to guide the content that you write.

Whenever using the British Skydiving domain, please use the following footer. Please note that quoting the company registration details is a legal requirement.

E-mail footer

Please note that any views expressed in this email may be those of the originator and do not necessarily reflect the position of British Skydiving.

British Skydiving is the trading name of British Parachute Association Ltd. A company limited by guarantee. Registered in England & Wales no 875429. Registered office: 5 Wharf Way, Glen Parva, Leicester LE2 9TF. Tel: 0116 278 5271. Fax: 0116 247 7662. www.britishskydiving.org

Grievance and disciplinary procedure

Form 256 disciplinary and grievance procedure that applies to all members, including those in volunteer roles. Sanctions for breach of the volunteer code of conduct (**Form 303**) and other misdemeanours whilst in office as a volunteer include being stood down as a volunteer. Further disciplinary action may be taken when this is justified, in accordance with our published procedure. The internal grievance and disciplinary procedure of British Skydiving, as a National Governing Body of Sport, do not prevent or protect a volunteer for civil or criminal liability at law.

Finally, please remember to renew your Membership by 1 April

Please set a good example to other members by making sure that you renew your membership in time for 1 April, the start of the new membership year. Online renewal through the British Skydiving website is available for all members. Also, renewal forms may be obtained from British Skydiving HQ or downloaded from the British Skydiving website from the beginning of that month. If you have not renewed by 1 April, you are no longer a Member of British Skydiving, and therefore of course you lose all your rights and privileges both as a member and as a volunteer, until you renew. The responsibility to renew is yours and yours alone, so please make a diary note now! It really isn't worth the hassle of renewing late - it's something that must be done, so please be quick off the mark and set a shining example!

**We hope you enjoy your time as a British Skydiving volunteer
and that both you and others gain and grow from the experience.**

Remember, you'll get out what you put in!