



# Sport

## Volunteering handbook

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## Meet volunteer, Arran Dixon



“I volunteer within football in the local community and at Manchester Metropolitan University as the Chairperson and Captain of the Manchester-based men’s football club. It is amazing to be so heavily involved in something I am extremely passionate about and seeing the benefits of my hard work makes it worthwhile.

“Since I began my studies at MMU, I have significantly developed my organisation, communication and time management skills through my sport volunteering experiences, increasing my employability prospects and proving to potential employers that I am proactive, hardworking and dedicated.

“I would encourage any student who has some free time to take up sport volunteering. It offers a wide range of rewarding benefits and there are so many opportunities on offer through MMU Sport and it is so easy to get involved.”

### **Arran Dixon**

MMU Men’s Football club chairperson and Platt Lane Sports Complex Community Volunteer (2015)

# Welcome to the MMU Sport Volunteering handbook!

Our Sport Volunteering programme is an exciting new initiative from MMU Sport, designed to help all students get involved with sport volunteering during their time with us and help **#MakeSportHappen**.

Our programme is not linked to your academic commitments in any way. So, whether you're an art student or a sports science student, we want you to get involved because you want to, not because you have to.

We have plenty of opportunities for you to get involved with, from community projects and coaching opportunities to sport journalism and live events. You can choose to get involved at any point; our programmes runs all year round, with new opportunities available throughout the year.

Behind the scenes, we've got a dedicated team of staff who make sure you're in safe hands. We meet with all of our opportunity providers to ensure that their opportunity will help you develop as a student and that they have the correct policies in place to host you as a volunteer.

All of our providers understand the demands faced by students and are committed to working with you to make sure that you get the most out of your experience with them.

Over the next few pages, we will provide you with all the information you need about the programme, including the variety of opportunities available, how you can get involved and how we can help you get the most out of your time volunteering with us.

We will also be introducing our Volunteer Support Scheme, which rewards and recognises our volunteers' achievements and provides training opportunities to get involved with.

Our volunteering opportunities are updated on a regular basis on our Sport Volunteering system. We will be keeping in regular contact with all of our volunteers through a monthly newsletter, providing you with updates on new opportunities and sharing our volunteers' stories.

Throughout your time with us, we'd love to hear how it's going, so join the conversation on Twitter and tell us how your volunteering story helps **#MakeSportHappen**.

## Meet the team



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# Why Volunteer?

Sport is the single biggest sector of volunteering in the UK and every year, more than one fifth of the 15 million people who volunteer regularly do so in sport- that's 3.2 million people in total!

Without the commitment of these volunteers, many sport clubs, community outreach projects, events and coaching sessions would not run. Without this dedicated group of people, grassroots sport as we know it would not exist – volunteers really do **#MakeSportHappen**.

Recent research by Join In shows that volunteering in sport really can boost happiness and wellbeing! Generally, people who volunteer in sport:

- Have 10% higher self esteem, emotional wellbeing and resilience
- Are 15% less likely to worry
- Are 28% more likely to feel what they do has importance

And 87% agreed that they have a lot to be proud of!



**“Why miss out on something so rewarding? Any volunteering role gives you a real insight for life after your degree.”**

Street2Feet Volunteer (2015)



## Here are 8 reasons why you should volunteer in sport!

It helps you learn **new skills** and improve existing ones

It lets you **improve your CV** and employability chances by combining your degree with first hand experience

It gives you the chance to **network** and build contacts in the sector

It **enhances your university life** and experiences

It's a great way to **meet new people**, make new friends and improve your social life

It helps **improve your self-confidence**

It gives you a **sense of reward** and achievement

It makes you feel part of your local community by providing a **positive impact**

# What type of opportunities are on offer?

We work with Manchester City Council, Cheshire Council and a number of community organisations to provide you with some fantastic sport volunteering opportunities!

**Student-led projects**

**National and regional events**

**Sports Development**

**Internal volunteering**

**Coaching in schools and the local community**

**Journalism and match reports**

**Marketing, media and social media**

**Photography and video**

**“I started volunteering as a marketing manager for an education facility working with younger people (16-18). It has been an amazing opportunity to gain relevant working experience and feel like you are making a real difference for the local community and talk to people from different backgrounds.”**

FETA Volunteer (2015)

# How do I get involved?

Getting involved is simple! Just follow our step-by-step guide and **#MakeSportHappen!**

## 1

### Register online

Visit **mmusv.com**, click on **Try Volunteering** and simply enter your details. Once your registration is complete we'll send you an email. It's important that you read this carefully as it provides you with key information about the programme.

## 2

### Come along to a volunteer induction (\*optional)

We'll be delivering a number of volunteer inductions throughout the year. If you're unsure which opportunity is best for you, these are a great way to gain a better understanding of the programme, create your own development plan and meet other volunteers.

## 3

### Get your Disclosure Barring System (DBS) check

The majority of our opportunities are open to everyone, however if you are working with young children or vulnerable adults we will require a DBS check. You won't be able to apply for opportunities that require a check until it's been approved, so if an opportunity does require one, then get in touch and we will complete the form with you.

## 4

### Explore our opportunities

Once you've registered you can take a look at all of our opportunities! The listing has all the relevant information about each role, including key tasks that you will complete, personal qualities needed to fulfil the role, any training and support available and the commitment required.

Remember, it's important that you choose an opportunity you are interested in and can commit to.

## 5 Join an opportunity

When you decide to join an opportunity, the provider is notified. We'll send you an email outlining our Volunteer Expectations. It's important you read these expectations carefully as we'll expect you to honour these principles while volunteering with our partner organisations.

## 6 Play the waiting game

Our providers should get in touch with you within two weeks of joining their opportunity to get your volunteering journey started.

If you've not heard anything within two weeks, don't worry. Just get in touch with us and we will contact them on your behalf.

## 7 Start volunteering

After your provider has been in touch, you will have the chance to arrange a date and visit the organisation for the first time. An induction will take place, providing you with more information about the organisation. At this point, it's really important to ask as many questions as you can and find out everything you need to know before you start volunteering. You should also outline your availability and commitment.

## 8 Log your hours

It is important that you log all of your volunteering hours on or before the 28th of each month. You can do this on your Volunteer Profile. Your provider will log against your hours to confirm the amount you have done each month or, if you're an MMU Sport club committee member or your club's elected chairperson will confirm your hours.

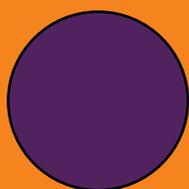
## 9 Receive training and rewards through our Volunteer Support Scheme

We want to support you while you **#MakeSportHappen!** We have a number of awards that you may be eligible for. Turn to page [XX] to find out more.

# Introducing our Volunteer Support Scheme

We want to support you while you **#MakeSportHappen!**

We have a number of optional awards that you can work toward through our Volunteer Support programme. As you work your way through each award, you may be eligible to access the training programmes beneath it.



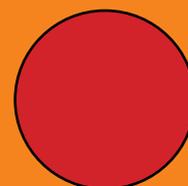
## Achiever Award (15 hours)

Get your hands on an MMU Sport Volunteering t-shirt!  
Come along to our MMU Sport **Safeguarding workshop**

## Dedicated Award (30 hours)

Come along to one or more of our workshops! You can choose from:

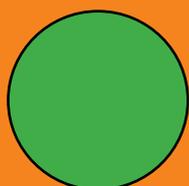
**How to deliver an engaging session**  
**Street Games Workshop: Managing & organising events**  
**EFDS Inclusive Community Training Programme**



## Ace Award (50 hours)

You'll receive an MMU Sport certificate and the opportunity to apply for up to £100 as part of our **Coach Education Bursary**.

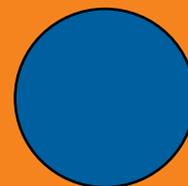
You will also be able to come along to the following workshop:  
**Greater Sport workshop: How to establish your own sport project**



## Champion Award/Club Colours

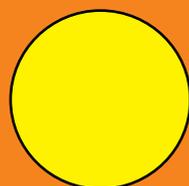
(100 hours)

You'll receive an MMU Sport certificate and the opportunity to apply for up to £150 as part of our Coach Education Bursary.



## Hall of Famer Award/MMU Sport Colours (200 hours)

You'll receive an MMU Sport certificate and pin badge. You'll also get a personalised plaque displayed on the MMU Sport Volunteering Wall of Fame.



# Coach Education programme and bursary scheme

Throughout the academic year, we offer an extensive range of subsidised National Governing Body (NGB) coaching and officiating award courses, Sports Coach UK (SCUK) workshops, HSE First Aid courses and Continuing Professional Development (CPD) workshops. Our courses are designed to help you develop skills closely mapped to sector standards.

As part of our Volunteer Support Scheme, we're keen to help you earn these qualifications. Our Coach Education Bursary scheme is open to any volunteer who has volunteered for 50 or more hours. It is designed to support volunteers as they gain recognised qualifications by providing a financial contribution of up to £150.

**We offer an extensive range of coach education courses throughout the year, including:**

## **sportscoachUK workshops**

- Equity in your coaching
- Safeguarding and protecting children
- How to coach disabled people in sport
- How to deliver engaging sessions for young people

## **Emergency First Aid courses**

## **NGB Awards in a range of sports, including:**

- Basketball
- Football
- Tennis
- Dodgeball
- Strength and Conditioning

**To keep track of your achievements, visit My Profile and select My Achievements.**



**“The programme was very well organised and was extremely relaxed. Nothing was expected of us, we just had to go in, be ourselves and help where we felt we could. I gained an understanding of how to teach numeracy and literacy skills to children in an untraditional method.”**

Education without Boundaries  
volunteer (2015)

# Celebrating your success!

Your experiences as a volunteer are at the heart of everything we do and we will be sharing your stories, experiences and achievements throughout the year.

We'll be featuring your stories on our blog, sharing them across social media and including them in our monthly sport volunteering newsletter.

We'll also be featuring our **Sport Volunteer of the Month**, nominated by your volunteer providers.

We'll also see the academic year out with a bang as we celebrate all of our volunteers' achievements at our end of year Volunteer Awards.

Please share your success on Twitter, Instagram or Facebook using the **#MakeSportHappen** hashtag and share your amazing volunteering experiences with us.

## Here's how you can keep in touch:

 @MMUSportVol

 /mmusport

 /mmusport



“I really enjoyed volunteering; it was great fun and very rewarding. It was a new experience for me and I feel like I gained lots of valuable knowledge. The event has given me more awareness of disability sports which is amazing.”

Let's Play Disability event volunteer (2015)

# Terms and Conditions

1. You must register with our **Sports Volunteering system**.
2. You must log your volunteering hours **on or before the 28th of every month** and your provider must confirm your volunteering hours each month. You will not be eligible for any of the rewards until your provider has confirmed your volunteering hours.

For Sports Club Committee Members, your club's elected Chair Person must confirm your volunteering hours each month.

3. The **MMU Sport Volunteering t-shirt** will be limited to size restrictions and will only be available to the first 400 volunteers who achieve this award.
4. All MMU Sport and Greater Sport workshops are delivered by various members of the MMU Sport and Greater Sport teams and are not accredited to any other professional body.
5. Places on all internal and external courses are allocated on a first come, first serve basis to those who have achieved the required award. Each course will run a maximum of six times per year and requires a minimum of 14 attendees to run. Please sign up to each course as soon as they are released to avoid disappointment.
6. Applying for the **Coach Education Bursary** when you achieve your **Ace Award**:

Volunteers can apply for up to 60% of the total cost of their chosen course, with a limit of £100.

Please see the table below for further guidelines:

<b>Course</b>	<b>Cost</b>	<b>60% of course cost</b>	<b>Amount student will receive</b>	<b>Amount student will pay</b>
FA Level 1	£150	£90	£90	£60
FA Level 2	£350	£210	£100	£110
Netball C Award (Umpiring)	£35	£21	£21	£0

7. All Coach Education applicants will be required to complete a **short application process**. Volunteers will be scored against our criteria accordingly. All applications will be subject to funding restrictions.
8. Volunteering certificates will either be presented at various events throughout the year.
9. Please make sure you have achieved the correct award before applying for any of the rewards listed below it.

# Volunteering as part of our Sport Club committees

We want to recognise our sport club committee members and thank you for helping to **#MakeSportHappen** at MMU!

If you are a committee member, simply sign up on our Sports Volunteering system.

After registering, search for your specific committee position and select **join opportunity**.

Volunteering hours are logged in the same way as any other volunteer. Just make sure this is done by the 28th of each month.

The elected Chairperson for the club will confirm the submitted hours each month.

As a volunteer, committee members are also encouraged to engage in community volunteering to broaden your experiences while studying at university.



**“Volunteering has helped me see the difference I can make as an individual, and how people can help inspire me through their lives. This is what really drives me to make a difference.”**

MMU Boxing Chair and  
Community Volunteer (2015)

# What activities can I log hours for?

As a club committee member, you can log hours for the following activities:

- Club development meetings
- Planning events
- Fundraising
- Organising fixtures, team selections, trips and other activities
- Administration duties
- Club coaching
- Umpiring and officiating undertaken in a voluntary capacity

You are unable to log hours for the following activities:

- Participating in sport (training or competing)
- Attending social activities or events
- Spectating sport
- Travelling to and from match venues



**As part of our Volunteer Support Scheme, club committee members are able to work towards achieving Colours, which will be awarded at the annual Sports Awards Evening at the end of the year to volunteers who have committed over 100 hours of volunteering to their club.**

# MMU Sport Club Chair

## Person responsibilities

### **As the Chair of your club, it is your responsibility to:**

- Log your own volunteering hours for the work you complete as Chair
- Verify your committee members' volunteering hours

All volunteering hours are to be logged and verified before the 28th of each month. Any hours logged after this date will not count towards that month's volunteering hours. This may mean that one of your committee members could miss out on winning our Sports Volunteer of the month.

### **How to verify your committee members' volunteering hours:**

1. Visit <http://mmusv.com/vk/volunteers/login.htm> and use the **Provider Login** section.
2. Once you have successfully logged in, you will be directed to your **Provider Page**. From here, you can see a list of all your committee positions (including your own). You will notice a column titled **Logged Vol / You**. The number highlighted in green is the amount of hours logged by that particular committee member, the hours in blue are the hours verified by you. These numbers should match up or be as close to each other as possible.
3. To verify volunteering hours, please click on the picture of a spinning clock towards the right hand side. Then, towards the bottom of the page, you will see **Log another X hours** for that committee member. Again, this figure should match the amount of hours logged by that committee member in that month. Click **Log Hours** to verify their volunteering hours.
4. Please complete this for each committee member within your club. Please note, if you feel that a committee member has logged too many hours for a particular month, you can verify the amount of hours you feel that committee member has undertaken. We will only recognise and record the volunteering hours that you, as a chairperson, verify each month.



**“My favourite part of the whole experience was the tournament itself, it was great to be able to see how much the participants enjoyed themselves and that our hard work was worth whilst directly having a positive impact on somebody else's life.”**

Street2Feet volunteer (2015)

# What can you expect from MMU Sport?

## **As a volunteer, you can expect:**

A volunteer provider that has the correct documentation to facilitate you as a volunteer, including a Health and Safety policy, Child Protection policy and Public Liability Insurance

A volunteer provider that understands students' needs and will work around these to make your experience beneficial and enjoyable

An induction meeting with your volunteering provider

Access to training that will help you develop within your role

The opportunity to take advantage of our Volunteer Support Scheme, which recognises your achievements throughout the year

The chance of winning one of our Volunteer Awards

An invitation to our end of year Volunteer Award ceremony

Support from our Sport Volunteering team

To be provided with adequate guidance and supervision to fulfil your volunteering role effectively

A free DBS check (if required for your opportunity)

Feedback on your achievements and contributions as a volunteer

A regular digital newsletter to provide you with the latest information and stories

The right to withdraw from the programme at any point

# What do we expect from our volunteers?

## **We expect our volunteers to:**

Honour any commitments you make, including arriving on time and informing providers in advance if you are unable to attend or continue with a volunteering role

When possible, give your provider at least 24 hours notice if you cannot attend an agreed session

Take the volunteering role seriously and treat it as a valuable opportunity to develop your skills

Treat others with respect and dignity

Be presentable and appropriately dressed for the role you are undertaking

Observe any specific policies or procedures that are necessary for your role

Be responsible for your own health and safety during your volunteering, as far as you can

Attend any necessary training for your role

Log your volunteering hours on a monthly basis, on or before the 28th of each month

Be aware that you are representing MMU Sport and try to represent yourself and us in a positive manner

Inform us, or the organisation you are volunteering with, if your circumstances change substantially (for example, if you have new convictions to disclose)

# FAQs

## What commitment is expected?

We understand that you have a number of commitments to balance during your time at university, so you can do as little or as much volunteering as you like.

Sport volunteering at MMU should be an enjoyable experience, so we will try to tailor it around your studies. However, some volunteering opportunities require more commitment than others and for that reason it is always good to read each role description carefully before joining the opportunity. If you are unable to attend a session for whatever reason, we would expect that you try to give at least 24 hours' notice to your volunteering provider. Any absences that you know about in advance should be planned in with your provider.

## I am not a sports student, can I still volunteer?

Yes, of course! Many sport volunteering roles need individuals with a variety of skills. Sports clubs and organisations would not exist without the individuals who complete the events, administrative, marketing, media or financial tasks. Volunteering in sport is a great way to use your skills in a different way and boost any of the key skills needed to work within any organisation.

## What if I already volunteer in sport?

Great! You can carry on volunteering with your current organisation and be rewarded for it through our Volunteer Support scheme. Just get in touch with us and provide contact details for your current provider. We will get in touch with them and invite them to register on our system. You will then be able to start logging your hours with us.

## How can we start our own student-led project?

We are delighted that you feel confident enough to create your own student-led project and we are here to help you.

The first thing you will need to do is complete our short application form to tell us about your ideas. This is available from our Sport Volunteering Coordinator. We will then meet with you to talk over your plans and see how we can support the project. If the project is feasible, we will arrange training and support to get the project moving forward.

All student-led projects run similar to our club and society structure. They require a committee, who will help to steer the project as it develops, and members who will be part of the project. Depending on the project, you may be able to apply for financial support to help get it set up.

## Do I need a DBS (CRB)?

For some volunteering opportunities, where volunteers will be working unsupervised with young children or vulnerable adults, it is a requirement that they have a DBS check.

You will be unable to join any opportunities that require a DBS check until we upload your form to our system. Some students may have a DBS already through their course, which are accepted.

If you do not have a DBS, then the volunteering provider may be able to pay for it and process it on your behalf.

If your volunteering provider cannot carry out the DBS check, our Sport Volunteer Coordinator will help you complete one free of charge through MMU.

## Will I receive any training?

All of our volunteering providers will offer volunteers some form of training before they start. However, the majority of this may be informal training during the induction process.

Sometimes providers may put volunteers through official training qualifications, which will be an added bonus to your CV and volunteering experience. In addition, once you have registered with our Sports Volunteering programme and have started to log your volunteering hours, you may be entitled to our range of training opportunities through the Volunteer Support Scheme detailed on page 7.

There are also further training opportunities available within MMU Sport, which you can access through our Coach Education programme.



**“My experience with Education without Boundaries was great! Not only did I meet international cricket stars, I was working with expert coaches delivering cricket sessions to inner city children! It was a good experience and will help me gain experience alongside my Primary Education degree. Overall, it was a great experience and I cannot wait to continue next year.”**

Education without Boundaries  
volunteer (2015)

## Useful links

There are lots of places to find out more information about sport volunteering!

Visit [mmu.ac.uk/sportvolunteering](http://mmu.ac.uk/sportvolunteering)

Find out more at:

[bucs.org.uk](http://bucs.org.uk)  
[volunteeringengland.org.uk](http://volunteeringengland.org.uk)  
[sportsleaders.org](http://sportsleaders.org)  
[sportengland.org](http://sportengland.org)  
[sportsmakers.co.uk](http://sportsmakers.co.uk)  
[greatersport.co.uk](http://greatersport.co.uk)

To register on our Sport Volunteering system and start searching through our opportunities today, visit [mmusv.com](http://mmusv.com).

Get up-to-date information, inspiring stories and more by joining the conversation on Twitter by following [@MMUSportVol](https://twitter.com/MMUSportVol) and using [#MakeSportHappen](https://twitter.com/MakeSportHappen).

**[mmu.ac.uk/sportvolunteering](http://mmu.ac.uk/sportvolunteering)**

**@MMUSportVol**

**/mmusport**

**@MMUSport**