## [Description: Description: Description: Description: Description: Description: Description: Description: Description: Description: Description: Description: Description: Description: Description: Description: Description: Description: Description: Description: Description: Description: Description: Description: Description: Description: cid:image002.png@01CDDC35.DA1EA030](http://www.lta.org.uk/) Volunteer Agreement

Volunteers are the lifeblood of [venue] and help us achieve our mission of [ ]. This document sets out what you can expect from us, and what we ask from you as a volunteer.

**What we offer you as a volunteer:**

* Any initial and ongoing training as required to carry out your role;
* The support to carry our your role – as described in the Role Description;
* Insurance to enable you to carry out your role;
* Flexibility with the times and hours that you volunteer;
* A safe and inclusive environment in which to volunteer, and respect of your dignity;
* The opportunity to make difference and to make a valuable contribution to our venue;
* The opportunity to utilise your skills and talents and help you to develop new ones;
* Protection of your personal information, holding it confidentially

Out-of-pocket expenses and clothing (i.e. uniform) are not usually provided for voluntary roles. This will however depend on the role or project and will be stipulated in the Role Description.

**What we ask from you as a volunteer:**

* Performance in your volunteering role to the best of your ability, presenting a positive image of the venue;
* To agree to any time commitments (where relevant) as set out in the Role Description and as you are able to provide;
* To inform us as soon as you can if you’re no longer able to do your role
* To follow all policies and guidelines given to you in your role;
* Abide by the LTA Safe and Inclusive Tennis Code of Conduct;
* Act with professionalism and respect towards everyone involved with tennis: including the players, coaches, parents, volunteers and their guests, the local community and the media;
* Report any concerns or issues about a child or adult at risk;
* Not disclose, either during the time of your volunteering or afterwards, any confidential information which you become aware of in connection with your volunteering role;
* Attend all initial and ongoing training required for your role;
* To discuss any concerns with us regarding your volunteering or any support needs;
* To have fun and to enjoy the opportunity.

This document is not intended to be legally binding. Any activity is entirely voluntary: you are not obliged to accept any volunteering opportunities offered and we are not obliged to provide any volunteering opportunities. Neither of us intends any employment relationship to be created.

Please sign here to acknowledge that you understand the contents outlined above.

Signed …………………………………………………. Date ….…………………………

Print Name …………………………………………………………………………………….

Venue representative: …………………...................... Date …………………………….