

Volunteer Agreement Form

All volunteers working within Milton Keynes Tennis Club [*Tennis Venue*] are encouraged to work to high standards and adopt recognised best practice where possible. The committee will ensure that its team of volunteers have a copy of each policy and guidance notes that are relevant to their work. The committee will listen and respond to matters that volunteers bring to its attention in relation to their work and will support, where possible, their training needs.

Volunteers are an important and valued part of the Lawn Tennis Association (LTA). We hope that you enjoy volunteering with us and feel a full part of our team.

This agreement tells you what you can expect from us, and what we expect from you.

We at ...MKTC....., in partnership with the LTA, will do our best to:

- introduce you to how the organisation works and your role in it and to provide any training you need;
- provide regular meetings with a main point of contact so that you can tell us if you are happy with how your tasks are organised and get feedback from us;
- respect your skills, dignity and individual wishes and to do our best to meet them;
- consult with you and keep you informed of possible changes;
- provide a safe workplace;
- apply our equal opportunities policy; and
- apply our complaints procedure if there is any problem.

I, [*Volunteer Name*], have read the Role Description for [*Role*] and I agree to work reliably to the best of my ability, and to give as much notice as possible when I cannot work. I will follow the LTA's policies and procedures, I accept the responsibilities outlined in the Role Description and I agree to take on the role for the next month(s) / Year(s).

Signature Date.....

Countersignature..... Date.....

Print Name Role.....

Note: this agreement is in honour only and is not intended to be a legally binding contract of employment.

