



ORKNEY 2025

International Island Games XX

Volunteer Agreement

Thank you for volunteering with Orkney 2025. This Volunteer Agreement is your guide to help you in delivering a successful Orkney International Island Games. It will help you to understand what Orkney 2025 expects of you and what you can expect from us, to ensure that your volunteering experience is a positive and rewarding one.

As an Orkney 2025 volunteer you are vital to the success of the Games. As the face of the Games, you will help shape the experience of athletes, officials, spectators, and other volunteers – every interaction matters and every task counts.

In addition to this Volunteer Agreement you will receive more detailed policies and procedures which will apply specifically to your role and the Games venue you are volunteering at. You will need to be aware of, and comply with these policies, as well as any venue specific requirements. You will also be advised of any changes to policy that may affect your volunteering role. If you would like more detailed information, or to discuss anything contained within any of these policies, please speak to your supervisor.

Please note that this Volunteer Agreement does not in any way constitute a contract of employment.

Orkney 2025 commits to:

- Introducing you to how our organisation works and your role within it.
- Providing you with a volunteer role description upon allocation of your role(s) so you understand what you are being asked to do and the tasks involved.
- Providing training and support for you to be able to fulfil your volunteer role.
- Providing you with a named contact/supervisor to support you in your role.
- Providing you with a Games-time handbook to support you in carrying out your role.
- Discussing with you and keeping you informed of any possible changes that may affect your volunteering.
- Providing a safe environment and insurance cover whilst you are volunteering with us.
- Treating all volunteers in line with our Equality, Diversity and Inclusion Policy.
- Respecting and listening to your feedback, whilst resolving any concerns fairly and reasonably.
- Providing all volunteers with a uniform, ID badge and water bottle.
- Ensuring all volunteers are provided with adequate breaks during shifts and sandwich meals for volunteers covering shifts lasting 6 or more hours.
- Providing volunteers with dedicated breakout areas where possible.
- Ensuring that all personal information collected is kept confidential and used only for purposes related to your role as a volunteer, in compliance with data protection laws.

As an Orkney 2025 volunteer I agree to:

- Understand and follow all Orkney 2025 policies and procedures.
- Perform my volunteering role to the best of my ability.
- Behave appropriately at all times and conduct myself in a friendly and respectful manner.
- Meet the objectives of my role as set out in the role description.
- Contact my supervisor if I am unable to attend my scheduled shift due to illness, or if I'm running significantly late.
- Arrive at the agreed volunteer check-in point 10 minutes prior to the time noted on my shift schedule.
- Inform my supervisor prior to leaving the venue at the end of my shift.
- Refrain from smoking whilst wearing my Orkney 2025 uniform in any places visible to the public.
- Not consuming, or being under the influence of, alcohol or drugs (other than prescription drugs) whilst on duty or while undertaking any activities on behalf of Orkney 2025.
- Wearing my Orkney 2025 ID badge and Orkney 2025 uniform while carrying out my shift.
- Removing my Orkney 2025 ID badge and uniform when not on shift.
- Being responsible for the care and safe-keeping of any Orkney 2025 property, equipment and uniforms.
- Complete relevant paperwork and requests for information when asked.
- Let Orkney 2025 know if at any time my personal information changes to ensure that the information held about me is accurate and up to date.
- Act honestly and with integrity and to safeguard the assets and resources of Orkney 2025.
- Politely decline any offering of gifts or tips.