

Dynamo Dublin FC – Volunteer Policy

1. Introduction & Club Ethos

Dynamo Dublin FC recognises that our volunteers are the lifeblood of our club. Without the time, energy, and commitment of our coaches, committee members, and helpers, the club could not function. This policy outlines how Dynamo Dublin FC supports, protects, and reimburses our volunteers to ensure a safe, professional, and rewarding environment for all, in line with FAI standards.

2. Recruitment & Safeguarding

Dynamo Dublin FC is strictly committed to the safety and well-being of all members, particularly children and vulnerable adults.

- **Garda Vetting:** In strict compliance with Irish legislation and FAI Child Welfare regulations, *all* volunteers who interact with children or vulnerable adults must complete FAI Garda Vetting before commencing their role.
- **Safeguarding Training:** All coaches and relevant volunteers must hold an up-to-date FAI Safeguarding 1 certificate.
- **Selection:** Volunteers will be placed in roles suited to their skills, experience, and the club's current needs.

3. Volunteer Roles & Expectations

- **What volunteers can expect from the club:** To be treated with respect, provided with a safe environment, given clear role descriptions, and supported with necessary training/equipment.
- **What the club expects from volunteers:** To adhere to the Dynamo Dublin FC Constitution, FAI rules, and Codes of Conduct; to act as positive ambassadors for the club; and to reliably fulfil the commitments of their agreed role.

4. Financial Support & "Compensation" (Expense Reimbursement)

Dynamo Dublin FC operates strictly as a not-for-profit Unincorporated Association. Therefore, volunteers are unpaid. However, the club ensures that no volunteer is left out-of-pocket for carrying out necessary club duties.

- **Eligible Expenses:** Volunteers may claim reimbursement for pre-approved, actual out-of-pocket expenses incurred strictly for club business (e.g., travel/mileage to training sessions and league matches, referee fees paid on the day, or purchasing pre-approved training equipment).
- **Revenue Compliance:** In line with Revenue Ireland regulations, all reimbursements are strictly for *actual costs incurred* and are not a wage, flat-rate allowance, or honorarium. Motor travel will be reimbursed at a rate no higher than the standard Irish Civil Service mileage rates.
- **Claim Process:** All expenses must be claimed using the official Dynamo Dublin FC Volunteer Expense Form. Claims must be accompanied by valid physical or digital receipts and submitted to the Club Treasurer for approval within 30 days of the expense occurring. Unvouched expenses will not be paid under any circumstances.


5. Training & Development


Dynamo Dublin FC is committed to upskilling our volunteer base. Where club finances allow, the Management Committee may approve the partial or full funding of FAI Coaching Badges (e.g., PDP 1, 2, or UEFA C licenses) or First Aid courses for committed volunteers, provided these skills are reinvested directly into the club.

6. Grievances & Stepping Down

- **Grievances:** If a volunteer has an issue or complaint, they should raise it directly with the Club Secretary or Chairperson, where it will be dealt with fairly and confidentially in line with the club's disciplinary/grievance procedures.
- **Stepping Down:** Volunteers are free to step down at any time. We kindly request that volunteers provide the Management Committee with as much notice as possible so a suitable replacement can be found.

Adopted by the Management Committee on: 5th of March 2026

Signed (Chairperson):  _____
Victor Ilnitsky

Signed (Secretary):  _____
Oleksandr Matvitsky