



# Volunteer Training Costs Retention Policy

## Introduction

The purpose of this policy is to ensure that Broadstairs Lifeguard and Swimming Club (BLSC) can recoup costs associated with training volunteers who commit to a specific term of service. We believe in investing in the development of our volunteers, and this policy helps us manage training resources effectively while maintaining fairness for both the Club and its volunteers.

This policy applies to all volunteers who are required to attend formal training programmes provided by BLSC before starting or continuing their volunteer service.

The training costs that may be subject to retention under this policy include, but are not limited to:

- SEQ Level 1 Swimming Assistant – RRP £399
- SEQ Level 2 Swimming Teacher – RRP £699
- Combined Level 1 & 2 Swimming Teacher – RRP £950

## Volunteer commitments

To ensure the proper use of training funds, the following conditions apply:

- Volunteers who complete training are expected to serve with the Club for a minimum of 12 months after completing the training.
- Not accept any paid work for a Swim school that requires them to teach during Club hours
- If a volunteer discontinues their service before completing the minimum commitment period, they may be required to reimburse the club a prorated amount of the training costs.
- If the volunteer leaves after part of the commitment period, they will repay a portion of the training costs, calculated as follows:
  - Within 3 months of completing training: 100% of training costs
  - Within 6 months of completing training: 75% of training costs
  - Within 9 months of completing training: 50% of training costs
  - Within 12 months of completing training: 25% of training costs
- If the volunteer stays beyond the minimum commitment period, no repayment is required, regardless of when they leave after that.



## Repayment

Repayment requirements may be waived or adjusted in the following circumstances:

- If a volunteer must leave due to illness, family emergencies, or other unforeseen personal reasons, the repayment may be waived.
- Volunteers who take a leave of absence due to health reasons or other qualifying circumstances may have their commitment period adjusted accordingly.
- Volunteers who provide exceptional service or who are able to exceptional circumstances may be exempted from this policy.
- In the first 12 months a volunteer leaves to take up paid employment for another Swim school the club will look for the volunteer to repay the training costs as per the schedule in the previous section.

All volunteers participating in a training programme will be required to sign the agreement that:

- Acknowledges receipt of this policy and understanding of the conditions outlined.
- Confirms the minimum commitment period and potential repayment obligations.
- Clearly states that the volunteer accepts the terms of the training cost retention policy.

This policy will be communicated to all volunteers during onboarding and prior to any training session. The training cost retention agreement must be signed before training is authorised and begins.

## Review and Amendment of Policy

This finance policy shall be reviewed at least every three years by the Committee and updated as necessary to ensure its continued relevance and effectiveness.

## Conclusion

By adhering to this finance policy, Broadstairs Lifeguard and Swimming club shall ensure the effective management of its financial resources, promote transparency and accountability, and ensure its long-term financial sustainability and growth.

Treasurer

Andrew Mothereseb

Date

30 March 2025



# Volunteer Training Costs Retention Policy

## Acknowledgment

By signing below, I acknowledge that I have read and understood the Volunteer Training Cost Retention Policy and agree to abide by its terms.

Volunteer\* Signature \_\_\_\_\_

*If the volunteer is aged under 18 years of age, the parent or guardian should sign on their behalf*

Volunteer\* Name \_\_\_\_\_

*If the volunteer is aged under 18 years of age, the parent or guardian should sign on their behalf*

Date \_\_\_\_\_

Chair Signature \_\_\_\_\_

Chair Name \_\_\_\_\_

Date \_\_\_\_\_