



Stonehaven Folk Festival Volunteer Policy (Adopted April 2019)

1. Introduction

Stonehaven Folk Festival (SFF) is an annual three-day event that (usually) takes place over the second week end in July in Stonehaven. The organisations purpose is to promote and provide education relating to traditional and contemporary folk music and culture in all its forms. We aim to promote an appreciation of folk music by encouraging participation in, and attendance at, the festival and other events that take place throughout the year. By doing so we hope to encourage and develop new talent, thus preserving “folk Music” into the future.

2. Volunteers and Stonehaven Folk Festival

SFF is a registered charity in Scotland and is organised and run by volunteers. The charity’s management committee also forms the backbone of the organising committee with sub groups for discreet activities that can co-opt members as the need and availability arises. SFF is rightly proud of the commitment and variety of skills that volunteers have brought to festival over the years which has resulted in a hugely successful, “family friendly” festival.

The numbers of volunteers vary over the year and reaches a peak during the set-up, the actual festival weekend, and the subsequent clear up activities. However, it is fair to say that volunteers are working within the organisation all year round.

3. The role of the management committee in delivering volunteering

The management committee is keen to encourage volunteers to be involved in SFF at all levels of the organisation and running of the festival. The committee’s main roles are to identify opportunities for volunteers and to ensure that they receive the right level of support in order that volunteering is experienced as a worthwhile, rewarding and fun activity by all involved.

4. Volunteer roles

Over the years a number of discreet volunteer roles have been developed that are considered vital to the smooth running of SFF. These include (but are not restricted to) stewarding concerts in the Town Hall, selling raffle tickets, running the merchandising operation for the festival and artists who are performing at the festival. The festival office sells tickets and provides a pick-up service for pre-booked tickets. The festival bar needs to be staffed. As the festival has grown so too has the number of venues that we use in the town. These too need stewards. There is a marquee to be erected and taken down in the Market Square – where we run free concerts to showcase the festival acts and provide opportunities for local and new talent perform.

Over the year artists have to be booked and contracted, the festival finances have to be organised and audited and reports provided to funders and the Office of the Scottish Charity Regulator (OSCR). Workshops to educate and promote talent are organised and must be stewarded.



Increasingly SFF needs to take advantage of the opportunities arising from new technologies and social media and volunteers with abilities in this area would be very helpful.

5. Matching the right volunteers to the right roles

The management committee will develop questionnaires for volunteers as they offer their time to the organisation. These questionnaires will seek to identify abilities and preferences to try, as far as possible, to match volunteers to suitable volunteer roles. Volunteers will be asked if they have any requirements in relation to their health and abilities to ensure that SFF provides the right support to keep volunteers safe and healthy.

6. Equality, diversity and inclusion

SFF believes that everyone in society is able to make a contribution to their community. As such, it is never our intention to discriminate on the grounds of ethnicity, gender, or level of ability. However, the need to ensure a safe working environment requires the management committee to ensure that volunteers have the ability to carry out the tasks asked of them.

SFF does not own any buildings. We try to ensure that all the venues we use have access to people of all abilities. We cannot guarantee this in every case.

7. Induction and training

Volunteers will be given a level of induction and training appropriate to the role that they are asked to carry out. Induction and training are a process that requires a continuous improvement approach. The management committee is keen to ensure that volunteers are involved in, and contribute to these processes.

8. Health & Safety and Insurance.

The management committee at SFF take Health and Safety seriously and a series of risk assessments have been carried out to cover volunteering roles. We would also wish to stress that Health and Safety is everyone's responsibility and that we all need to ensure that we work safely and point out areas where Health and Safety may be compromised.

Appropriate insurance policies have been taken out for employers and public liability.

9. Support

Volunteers can expect to be supported by an appropriate member of the management committee. This is especially important over the weekend of the festival. The management will identify one or more of their number to provide support for volunteers during their time with the organisation. In most cases this will be an obvious relationship as a volunteer will probably be working alongside a member of the management committee. This may not be the case if a volunteer is working at one of the 'fringe' venues so if a volunteer feels that they do not know who to contact they should feel free to ask any member of the management committee to identify their support. Of course, many of the volunteers at the festival have been coming for many years and will happily offer peer support for new colleagues.



Support can be especially important should a challenging situation arise in the course of working at the festival. If any volunteer feels that the person they are dealing with is in any way aggressive or abusive, they should immediately contact any member of the management committee. They do not need to wait for their identified support to become available.

10. Expenses

The management committee doesn't want volunteers to be out of pocket due the roles asked of them. We will pay reasonable expenses to volunteers, provided those expenses are agreed in advance. SFF has pro-forma for seeking appropriate recompense.

11. Confidentiality

SFF respects a volunteer's confidentiality and will not use any data in any way other than for the purpose it was collected. In most, if not all cases, SFF will use your data to maintain our relationship with the volunteer.

12. Thank You

The management committee appreciates and values the efforts made by all the volunteers that contribute to the success of SFF. We couldn't do it without them/us. Sometimes over a busy weekend we miss out on the opportunity to say thank you to the many volunteers who make up SFF's volunteering club. We will make every effort to thank every volunteer who joins this fantastic club.

From time to time the management committee will organise informal gatherings of volunteers to keep everyone updated on the progress being made to organise the next festival and to ask for suggestions for acts to be booked. The aim is to engender a feeling that we are all in this together and that this **our** festival.

13. Review

This Volunteering Policy will be reviewed annually in March.

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