



## HOW TO CHOOSE A VOLUNTEER SCHEME

Time out to volunteer provides a valuable and challenging learning experience – provided that it is carefully planned. Well-structured time out can be part of the lifelong education process and can make a significant contribution to an individual’s personal development. Employers and university staff increasingly attach importance to evidence of enterprise, maturity and sustained commitment both within and outside formal education.

The programme at SKRUM is specifically designed to allow the volunteer experience of introducing and coaching rugby to groups of youngsters, most of whom have never even heard of the game. In addition to coaching rugby we work in conjunction with both NERCHA and SWAGGA helping deliver the HIV/AIDS and gender abuse awareness that concern both respectively.

On a personal level we will be running Level 1 IRB Rugby Coaching courses for all volunteers.

We at SKRUM are well aware that the task of deciding where to go, with whom and for how long is formidable and we will do all we can to smooth out that bumpy road. We also believe it is equally important that people should be aware of their responsibilities when undertaking a placement with us. Participants should be aware that “dropping out” of a placement or programme can be disruptive not only to themselves but also to others directly and indirectly involved in the programme. Success of the placement, from both sides of the partnership, will depend upon participants and SKRUM having a clear understanding of their responsibilities.

Choosing the right volunteer programme will depend on a wide range of individual factors. Not all of the questions that follow are relevant to all individuals or activities. It is hoped that the answers to the following questions will help you to gather further information and to ensure that you choose well-structured programmes that are right for you – and, equally important, that they are right for the programme.

**SKRUM - Registered Charity No. 1123597**

SKRUM is a limited company registered in England and Wales, No. 06505701  
Registered Address: SKRUM, 20 Ffordd Gwynno, Llantwit Fardre, Pontypridd CF38 2TR  
[www.SKRUM.org](http://www.SKRUM.org)

**Below is a list of questions which should be asked about GAP year programmes. Given with these questions are the responses that SKRUM would provide if asked.**

**1. Look at who can take part and how they are selected:**

- What is the age range of participants?  
*You must be at least 18 years old to volunteer for SKRUM. There is no upper age limit.*
- What are the selection criteria and procedures?  
*It varies. For example, as well as providing a letter of application we will consider recommendation from teachers or lecturers, or employer references. We may meet with applicants for an informal interview.*
- Do I have a choice of programmes?  
*No. Our programme is specific. You will be working alongside SKRUM coaches performing all of our key activities.*

**2. Look at who will benefit from the activity:**

- What will I gain from the programme?  
*Self reliance, a sense of achievement, a unique and life changing experience, an internationally recognised rugby coaching award*
- Who else will benefit from this programme?  
*Several thousand disadvantaged Swazi youngsters*
- Why are people from the UK needed on this programme?  
*We need committed people who believe in what we are doing and are willing to volunteer their time and enthusiasm*
- Who asked for their involvement?  
*SKRUM management and coaches*
- Will the programme continue after I have left?  
*The SKRUM programme is expanding at an amazing rate and goes from strength to strength. Yes, it will continue and flourish with your help. There are further opportunities to help SKRUM when you return to the UK.*

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### 3. Look at exactly how you will spend your time:

- How has the programme been developed?  
*The SKRUM programme has been running since 2008 and has a 5 year plan to complete Phase I. Phases II and III take another 5 years in addition to maintaining the work done on Phase I. You can read more about our achievements at [www.skrum.org](http://www.skrum.org)*
- Does SKRUM make a profit from volunteer fees?  
*SKRUM is a registered UK charity and therefore non-profit making. Most of the cost of your placement will be spent on your accommodation and food and drink. The balance will be used to fund the project*
- Do they pay me?  
*No. As with most charities, you will be a volunteer and required to cover your own costs*
- Has a responsible member of the organisation personally checked each placement?  
*Yes. Each placement is approved by SKRUM staff using professional guidelines*
- What exactly will I be doing?  
*Travelling around Swaziland introducing/developing rugby in some of the 700+ schools. You will be expected to coach groups of youngsters, help organise and run tournaments, referee, paint our logo on the walls of schools we visit, sort and distribute kit, help coach the national development sides and even play in the Open side!*
- Will I be alone or in a group?  
*You will be working alongside a SKRUM coach and usually as a pair with another volunteer*
- What living and meal arrangements are there?  
*You will be accommodated, fed and watered during your stay in Swaziland. Ordinarily it will be in a clean, comfortable and secure back-packers type lodge, within a game reserve and only an easy walk from the SKRUM HQ. However, the type of accommodation and meals will vary depending on where we are working – there aren't any 5\* hotels out in the bush! That said the SKRUM coaches will be staying there too!*
- Is there any written agreement between me and the organisation?  
*Yes. You will be expected to commit to SKRUM and agree to the terms and conditions of that agreement. Equally, SKRUM will be committed to uphold the agreement*

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- What are my responsibilities?

*You will be expected to:*

- *Assist coaches in rugby classes – through skill development, coordination skills, game preparation and training drills*
- *Help in the organising of training sessions*
- *Help organise and run tournaments*
- *Referee short games and inter schools tournaments*
- *Paint the SKRUM logo on walls of the schools we visit*
- *Sort and distribute kit*
- *Help coach the development national sides*
- *Be a committed member of the SKRUM team*

- What is expected of me?

*To be committed and conscientious member of a close knit and hardworking team and all the responsibilities and obligations that go with that commitment*

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- Is there a code of conduct?

*Yes there is and it can be found on the separate sheet “EXPECTATIONS”*

#### **4. Look at exactly how you will spend your time:**

- Precisely what does the programme cost?

*The cost will be 1,150.00 pounds for a 4 week stay and 140.00 pounds per week there after*

*This includes*

- *Airport transfers from Matsapha airport*
- *Local Orientation*
- *Accommodation*
- *Food – three meals a day*
- *SKRUM “work wear”*
- *24 hour emergency support*

*But excludes*

- *Flights*
- *Insurance*
- *Visas*
- *Vaccinations*
- *Spending money*
- *Extra activities not mentioned above*

- Do I need a budget for extras?

*Yes. Most of your day to day costs will be met by SKRUM but if you eat 6 bars of chocolate or drink 12 cans of cola a day etc, you will be expected to buy these yourself*

- What deposit do I have to pay?

*We require a 10% non-refundable deposit*

- What are the payment terms?

*The balance of the cost to be paid 6 weeks before you fly out to Swaziland. Monthly payments can be arranged by prior agreement*

- What are the cancellation terms?

*All money will be returned minus the initial deposit paid. Please see separate Terms and Conditions document*

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- Is fund-raising necessary in order to cover expenses and, if so, what advice is given?  
*Volunteering can be an expensive venture and unless you've won the lottery we would suggest that you try to raise some money. Seeking sponsorship from local and national businesses is one route. This will mean making a presentation to various different people and explaining clearly, concisely and enthusiastically about the role of SKRUM and the part you are going to play – who know, they might even want to sponsor SKRUM directly*

#### **5. Look at the Organisation itself**

- What are the aims, objectives and philosophy of SKRUM  
*See separate leaflet and our website at [www.skrum.org](http://www.skrum.org)*
- How long has it been in existence?  
*SKRUM has been running since February 2008*
- How does it plan its activities?  
*By working in conjunction with the Swaziland Rugby Union and schools*
- What is the legal status of the organisation?  
*SKRUM is a UK registered charity and company. It is also a registered company within Swaziland*
- Where is the organisation registered?  
*SKRUM is registered in both the UK and Swaziland*
- What are the organisations policies on Equal Opportunities  
*SKRUM believes strongly in Equal opportunities. However, the nature of the programme may be limiting for certain individuals*

#### **6. Look at pre-departure arrangements:**

- What are the travel arrangements?  
*You will be responsible for your own travel to and from Swaziland. Having landed, everything else will be arranged by SKRUM*
- Who arranges visas, entry permits etc?  
*If you hold a British passport you do not need an entry visa. However, if you hold a different country's passport then we suggest you check with your embassy – in plenty of time! We will sort out residence permits once we have a firm commitment from you*
- What insurance cover is needed?  
*You will be required to have your own personal travel and medical cover. See separate sheet "Insurance"*
- Are health, possessions, cancellation, repatriation etc all covered?  
*See separate sheet "Insurance"*
- What medical/health precautions are necessary?  
*A lot of common sense! See separate sheet – "Information"*
- What orientation and/or training is given?

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*Your first few days will be spent in Malkerns (SKRUM's base) undergoing an intensive induction course. This includes cultural dos & don'ts, health & safety briefing, a basic first aid course, tea building activities and a familiarisation course, all with the SKRUM staff*

**7. Look at safety procedures and in – placement support:**

- What are SKRUM's policies on health and safety?  
*The health and safety of ALL staff is paramount and taken very seriously*
- Who is responsible for me at the programme location?  
*All the SKRUM staff but all volunteers will be allocated a specific mentor*
- Where is the nearest representative of the organisation?  
*The Charity's trustees are based in the UK. The CEO and SKRUM staff are based in Swaziland, although some regular trips are made to the UK*
- What repatriation arrangements are in place?  
*We hope this isn't needed, but you must ensure that your insurance provides adequate repatriation cover would it be necessary*
- What in-placement emergency procedures are there?  
*SKRUM staff are on 24 hour call and there are several, top quality medical centres within easy reach*
- Who do I turn to if I have a problem about my work or about the placement itself?  
*Any of the SKRUM staff in the first instance, if the matter is not resolved, any outstanding issues can be taken to the CEO of SKRUM, who is Swaziland based*
- What are the living arrangements and exactly what is/is not included?  
*When based around Malkerns, it will be shared communal accommodation at a backpackers hostel, which is basic but comfortable and most importantly secure. Three meals per day will be provided – typical cereal and toast for breakfast, sandwiches for lunch and a cooked meal for dinner. When out "on the road" we will usually be in a school's onsite accommodation and the standard varies – but take heart....the SKRUM coaches are staying there as well*
- Who selects, screens and pays for the arrangements?  
*All of these are covered by SKRUM. We will take feedback from volunteers about the arrangements too*

**8. Look at the debriefing arrangements:**

- What contact will the organisation have with me on my return?  
*You will be expected to file a report covering your time with us. We would like a "warts and all" type account so we can evaluate our programme to continue pushing forward with the positive and eliminate the not so positive*

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- Will I be encouraged to contact other returned participants?  
*We would like to think so but ultimately that will be up to you. We also hope the experience will have had such a positive impact on you that you would want to tell others all about it. We would hope that if it had a negative impact on you, you would tell us*
- Will my experience be used in briefings for future participants?  
*Yes, but only with your permission. It is far better using real testimony from those that have been there and experienced the work we do than from us*
- Will I be debriefed?  
*You certainly will be! Along with a daily/weekly chat, there will be a “formal” debrief at the end of your time with SKRUM*

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