



Longridge on The Thames is a charity created to provide young people from all backgrounds and of all abilities with affordable activities and training.

In addition we aim is to be a top class Activity Centre recognised for high quality training, with the following characteristics:

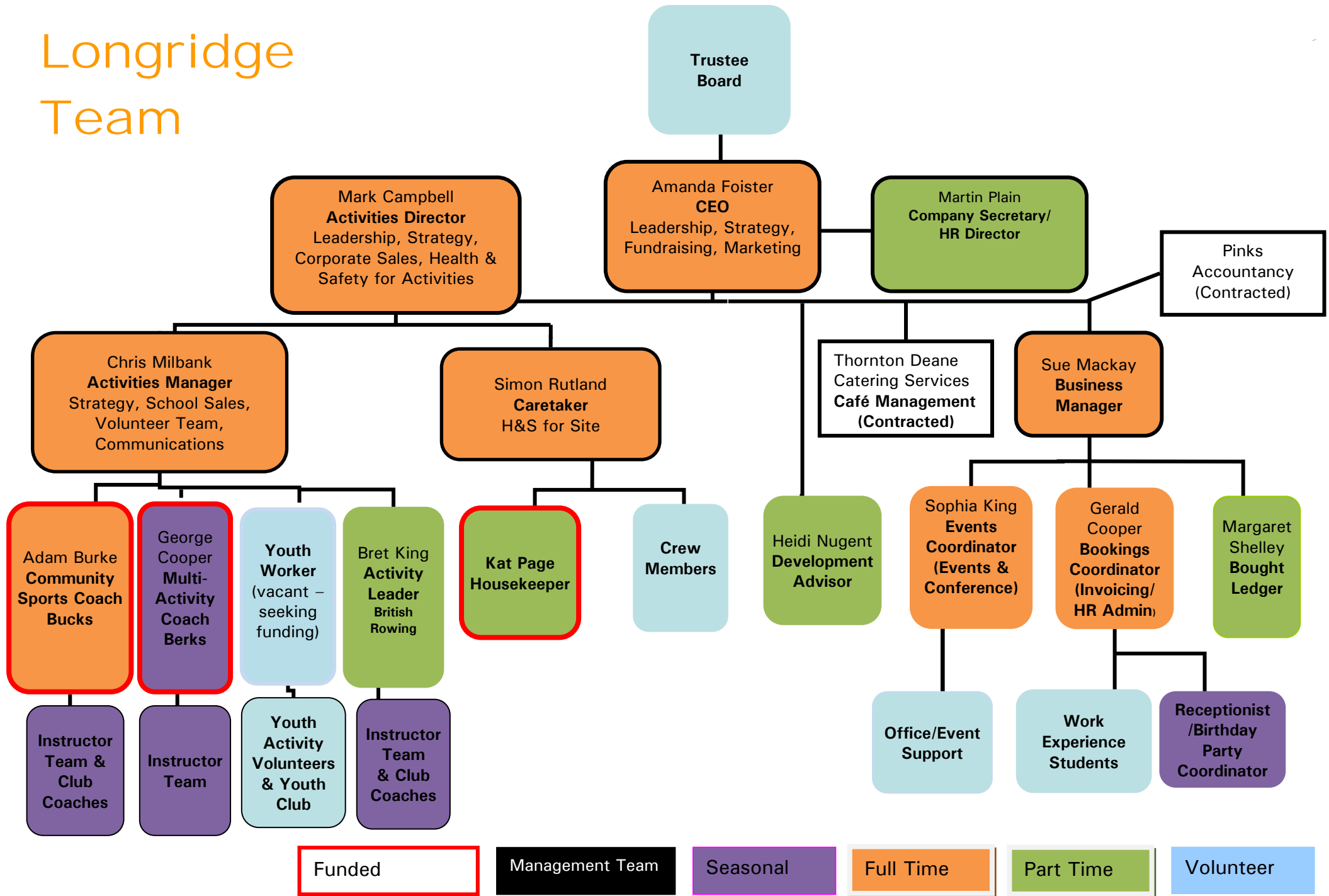
- High levels of customer satisfaction
- Loyal, highly skilled, professional team, supported by a skilled, enthusiastic group of volunteers
- Busy site with a high level of utilisation
- First class safety record
- Efficient and effective processes
- Profitable business that generates £50,000 free cashflows for re-investment
- Place of inspiration for young people

We will:

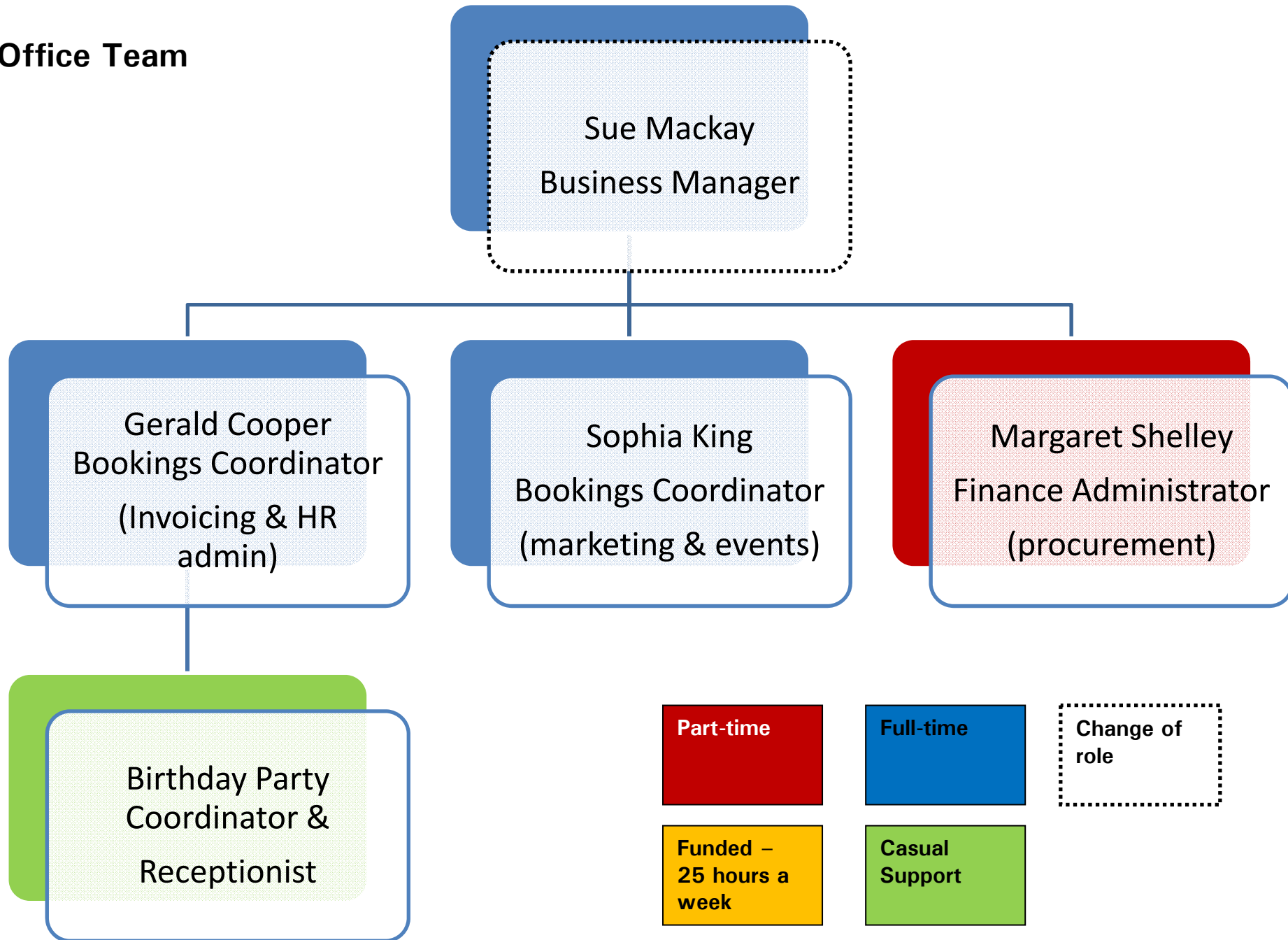
- Maintain our emphasis on Children and Young People
- Upgrade our facilities to provide an inspiring and empowering centre
- Develop the level of business from schools, particularly local schools
- Add commercial activities to provide the income stream to fund the debt and repay the capital. The commercial activities will fit in with the core business.
- Work with partners in the Community to promote and develop Longridge.

This will result in securing Longridge's long term future by allowing us to pay off the loan secured to purchase the site freehold.

Longridge Team



Office Team



Sue Mackay
Business Manager

Gerald Cooper
Bookings Coordinator
(Invoicing & HR
admin)

Sophia King
Bookings Coordinator
(marketing & events)

Margaret Shelley
Finance Administrator
(procurement)

Birthday Party
Coordinator &
Receptionist

Part-time

Full-time

Change of
role

Funded –
25 hours a
week

Casual
Support

Facilities Team



Simon Rutland
Caretaker



Crew members



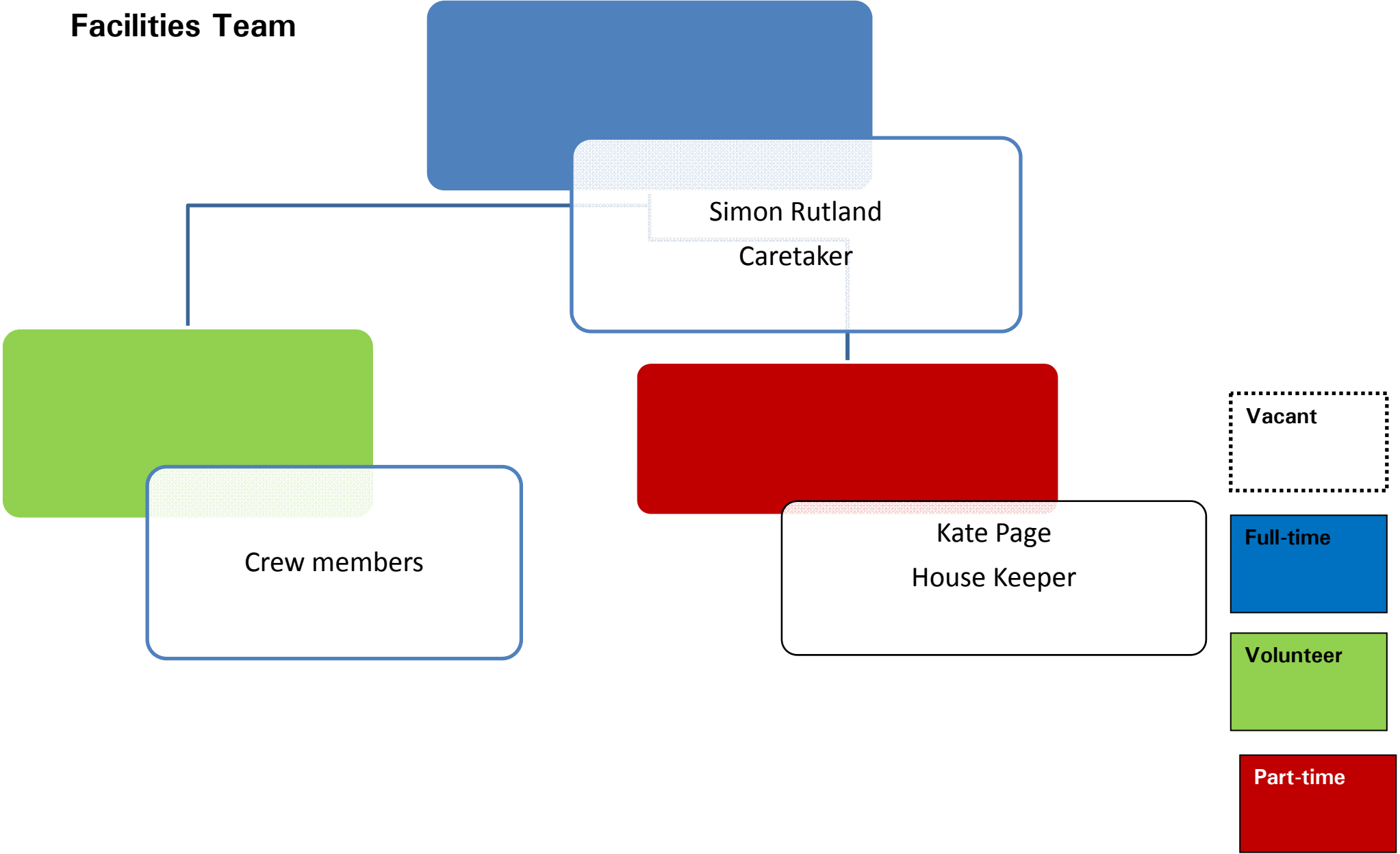
Kate Page
House Keeper

Vacant

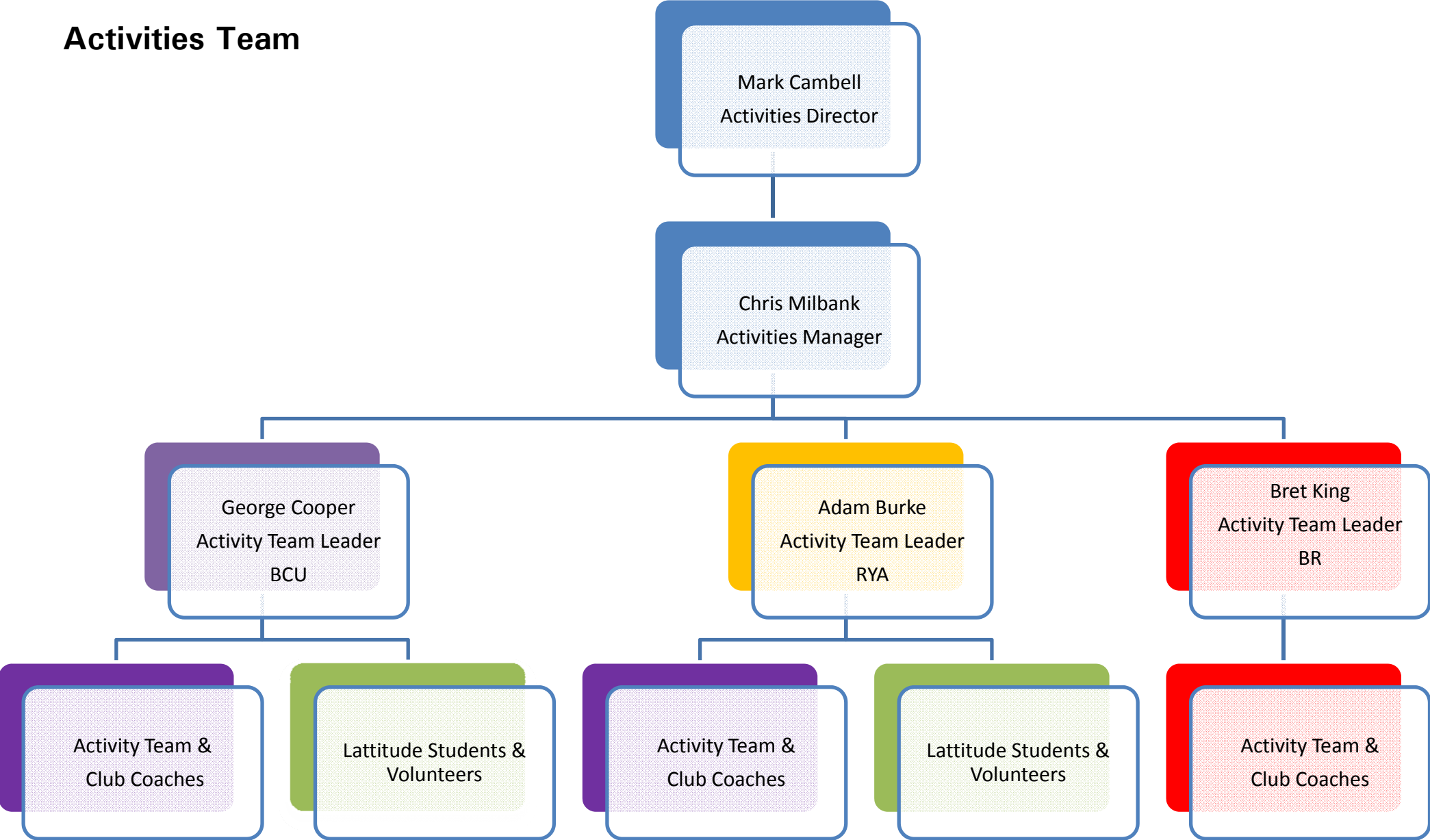
Full-time

Volunteer

Part-time



Activities Team



Seasonal

Full-time

Volunteer

Funded – full time

Part-time (as needed)



Volunteer Application Form

| | |
|---|-------------------------------|
| Name: | Position Applying For: |
| Address: | Date of Birth: |
| | Tel No (Day): |
| | Tel No (Eve): |
| | Email: |
| EMERGENCY CONTACT/NEXT OF KIN | CONTACT TEL NO: |
| ADDRESS: | RELATIONSHIP TO YOU: |
| Employer's Name and Address (School/College if student): | |
| Current Job Title (Form Teacher/Tutor if student): | |
| Doctor's Name and Address: | |
| Please detail any medical condition you regularly receive treatment for: | |
| Please give details of any special needs you may have that we need to be aware of: | |
| Swimming ability – please tick as appropriate Confident swimmer <input type="checkbox"/> Confident in the water but does not swim well <input type="checkbox"/> Non swimmer <input type="checkbox"/> | |
| Please list any relevant skills or qualifications you have, particularly those awarded by a National Governing Body, together with the date awarded/renewed (please use additional paper if needed): | |
| Please list any particular skills or qualifications you are interested in learning/achieving: | |
| All Longridge staff and volunteers who are 16 and over are required to complete a Criminal Records Bureau Check, if you have completed a check within the last year, please enter your disclosure number and date of completion from your certificate together with the organisation conducting the check: | |
| Disclosure no: | Date of disclosure: |
| | Organisation: |

I give permission for any photographs/film taken of me while volunteering at Longridge to be used in both internal and external media (including the internet) to promote Longridge. YES/NO (delete as applicable). If you select no we will make every effort not to photograph you, however you must share the responsibility for this and identify yourself to the photographer.

Please give the names of two referees who we may approach for a reference. Referees must be over 18 years of age and not a member of your family.

REFEREE 1

Name:

Address:

Tel No:

REFEREE 2

Name:

Address:

Tel No:

THE SIGNING OF THIS FORM SIGNIFIES THAT:

The participant is physically fit to take part in this activity, and agrees to abide by our terms and conditions and as a part of the Longridge Team abide by our code of conduct.

You agree to the information recorded here being held in a database by a person appointed as a records officer by Longridge. This information will be held in confidence in accordance with the provisions of the Data Protection Act 1998

SIGNATURE OF APPLICANT:

DATE:

PRINT NAME:

For young people under the age of 17 their parent/guardian must countersign this form.

PARENT/GUARDIAN SIGNATURE:

DATE:

PRINT NAME:

Please return this form to: Volunteer Administration, Longridge, Quarry Wood Road, Marlow, SL7 1RE
as soon as possible, marking the envelope confidential

Feb 2011 - Jan 2012

February 2011

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March 2011

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April 2011

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May 2011

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June 2011

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July 2011

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August 2011

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September 2011

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October 2011

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November 2011

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December 2011

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January 2012

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Role Description - Crew Member

Accountability

Responsible to Centre Caretaker

Purpose

To assist as asked with the voluntary projects and Longridge site upkeep. Site upkeep will include catering, grounds and paths, maintaining essential site services and, if necessary, car parking.

Objectives (for all Longridge team members)

- To increase the number of young people using Longridge and to develop their interest in water based activities
- To ensure Longridge's continuation as the pre-eminent hub of water activities in the south east
- To encourage adults to gain qualifications enabling them to instruct young people
- To provide exciting and challenging activities in an enjoyable environment with a high level of customer satisfaction and safety

Duties of Crew Member (include but not limited to)

- Working with the support of the site management team (Crew and Duty Managers) ensure adequate staffing cover to enable the safe running of the Longridge facility
- Ensure new Crew Members are made welcome
- Encourage other Crew Members to act within the site rules and code of conduct
- Ensure HR Coordinator has current contact and skill details
- Work with the crew team within project parameters on all crew projects
- Ensure public areas are maintained in a clean, presentable condition
- Record work undertaken in maintenance schedule book

Longridge responsibilities to Crew Members

- The role of Crew Member is voluntary and as such does not receive any financial recompense
- Whilst on site working the Crew Member will receive meals and accommodation
- Crew Members will only be asked to undertake jobs for which they have received suitable training and with supervision as necessary. These jobs include but are not limited to catering, running the shop, site maintenance, cleaning and assisting with administration
- Crew Members will receive site induction and Health and Safety training at their first crew weekend
- Crew Members will be issued with an identity badge and t-shirt

- Copies of the signed Role Description will be kept in the HR and crew files together with Crew Member's application form
- No personnel details will be shared with any other organisation or unauthorised person unless the Crew Member's permission is given to do so
- Crew Members are able to exchange their hours for courses, for every 3 hours of recorded work, they may claim 1 course hour. It is the Crew Member's responsibility to ensure that their hours are logged and agreed.

Crew Members' responsibilities to Longridge

- No Crew Member should undertake any action that could be to the detriment of the site or any other person
- Crew Members are expected to set a good example to users of the site and if possible to assist in maximising the profitability of the activities of the site without putting the health and safety of others at risk
- When arriving on site all Crew Members should sign in with reception and Café Team.
- Crew Members must ensure that their hours are logged and agreed.
- Crew Members are expected to adhere to the timing they have agreed to volunteer.
- Crew Members will wear their identity badge, Longridge t-shirt at all times while on site
- Crew Members will ensure that their photo is displayed in the Longridge Café as part of the Longridge Team
- Whilst on the site or whilst representing the site all Crew Members are expected to comply with the site's code of conduct and general site rules as detailed in the site operation manual
- If disciplinary action is deemed necessary in response to a serious breach of the site rules, the Crew Member(s) disciplined may appeal against the disciplinary action to the Longridge trustees

Accepted by

Crew Member Signature

Name (block capitals)

Crew number Date

Amanda Foister
 22nd September 2007
 Revised March 2011