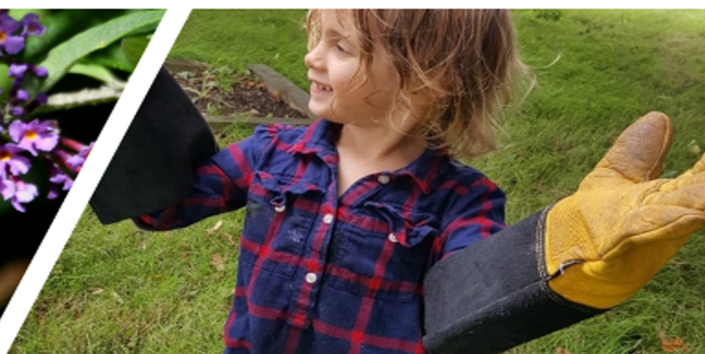
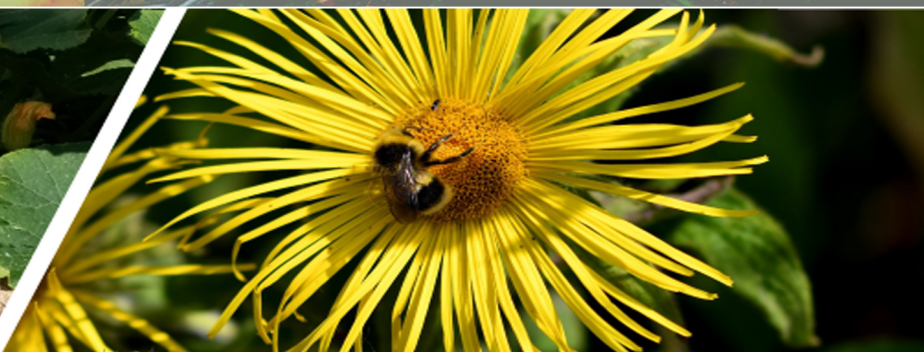




Muck and Magic Membership Handbook and Application Form



MEMBERSHIP HANDBOOK

AND

APPLICATION FORM

MUCK AND MAGIC COMMUNITY GARDEN

BALLYMUN

November 2020

Muck & Magic Community Garden Volunteer/Members Handbook

Introduction:

This Handbook has been prepared by The Muck and Magic Garden Committee.

A person applying for membership of the Garden must read this Handbook and familiarise themselves with its content before signing the membership application form. Only persons who have signed the attached application form may attend the garden to participate in garden activities. This Handbook was adopted on the 11th of November 2020. It may be reviewed by the Muck & Magic Garden Committee from time to time and may be altered at the discretion of the Committee.

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1. Purpose

The purpose of the Muck & Magic Community Garden as set down in our constitution is to “*create a welcoming and inclusive space for everybody who is interested in growing organic vegetables, fruit and flowers*”.

The objectives of the Muck & Magic Community Garden include:

- To develop the gardening skills and knowledge of its volunteers by together growing organic vegetables, fruit and flowers and exchanging information and plants.
- To maintain and develop the Muck & Magic Community Garden,
- To work with Dublin City Council and any other group or organisation that helps promote the ethos and objectives of Muck & Magic Community Garden,
- In all future planning and work, to consider the longterm objective of ensuring the garden is a relevant, vibrant and useful venue for community events and initiatives for all volunteers and the general public,
- To use organic gardening practices and encourage the use of heritage varieties of vegetables, fruit and flowers,
- To ensure that the garden is fully accessible and inclusive for anybody who wishes to participate and further the stated objectives of the Muck & Magic Community Garden,
- To contribute to the general improvement of the physical environment of Ballymun

Each member must act at all times in pursuit of the stated purpose and objectives of the Muck & Magic Community Garden.

2. Management Structure of Garden

The garden is managed by a committee which is elected by the eligible members who attend the Annual General Meeting. This committee comprises a maximum of 8 members and a minimum of 5 members. The committee meets on the second Wednesday of every month.

Each member of the committee is provided with a key to the garden. Each committee member is responsible for ensuring that the key is kept securely. To ensure the security and integrity of the garden (as per our licence agreement), keys will only be provided to committee members unless otherwise agreed by the management committee. Any member issued with a key must return the key immediately their membership of the committee/garden ceases.

The committee prepares a work plan at the end of each year for the next year. This plan sets out what fruit/vegetables are to be grown during the year, the crop rotation policy, seasonal/weekly jobs etc. The committee will also prepare a garden development plan each year which will set out projects/developments for the garden. All members are encouraged to contribute to the preparation of these plans. Members may also submit suggestions for the garden to committee members during the year. All suggestions will be considered by the Garden Committee.

This information will be provide to all members who attend the garden. Members must follow this planting/growing plan and work co-operatively to complete associated tasks.

Each year the community garden will hold an Annual General Meeting (AGM). All members, in good standing, are entitled to attend the AGM.

3. Joining the Community Garden

Membership of the garden is open to any person or group that shares the ethos of the garden as set out in the garden constitution. Any person/group wishing to become a volunteer/member must complete the attached application form and agree to abide by the garden code of practice.

Group membership is open to community groups, residents associations, schools etc. Any group/school etc. that becomes a member may nominate a specific person to represent the group/school at the garden AGM.

The community garden holds a new members open day on the first Saturday of each month between February and November. Open days are not held in December/January. New members are given a tour of the garden and information about the management arrangements etc. for the garden. (see point 8 below - Training/Induction).

Due to Covid 19 restrictions regarding numbers, anyone interested in joining should contact the secretary of the committee by email - communitygarden.muckandmagic@gmail.com.

The open day also gives new members a chance to ask questions and meet other members of the garden.

4. Annual General Meeting

The Annual General Meeting is held in the last week of March each year. The AGM elects the garden committee. All members are entitled to be nominated for election to the committee.

Any member wishing to be nominated must be formally proposed and seconded by two other garden members on the relevant nomination form. Nomination forms are available from the committee secretary.

The elected members of the garden committee appoint the officers of the committee at the first meeting following the AGM.

A draft planting plan, training plan and development plan will be prepared in advance of the AGM for discussion, input and agreement of members/volunteers.

5. Garden Co-ordinator

A member of the garden committee or other designated person will be assigned as garden co-ordinator on days when the garden is open to volunteers. The garden co-ordinator's role shall ideally be filled by a person who has horticultural expertise/experience and who is in a position to provide instruction and advice on various tasks to be undertaken on the day.

The co-ordinator is responsible for opening the garden, setting the tasks for the day, supervising harvesting and sharing of fruit & vegetables and ensuring that appropriate Health & Safety guidelines are adhered to - including in relation to Covid 19.

The garden committee will appoint suitable persons to the role of garden co-ordinator. Volunteers are required to follow the instructions of the co-ordinator in so far as they relate to proper horticultural practice, tasks to be completed and Health & Safety.

6. Garden Maintenance

All volunteers have a duty to maintain the community garden in good order and to inform the garden co-ordinator or a committee member of any issues of concern.

Pathways should be kept clear and tools/equipment, when in use, must not be left in such a way as to pose a hazard to other garden users. Communal areas should be kept clean and tidy at all times.

All tools etc., including gloves, should be returned to the tool shed by each member/volunteer before leaving the garden.

Under no circumstances should litter/refuse/recycling/household waste of any kind be brought in to the garden by any volunteer/member. All litter, empty cartons etc. used by garden volunteers must be removed by the volunteer at the end of each session.

Green waste must not be brought in to the garden without the express approval of the garden committee. This is to ensure that the compost used in the garden is not contaminated by foreign materials such as plastics/animal waste etc.

7. Garden Produce

The Muck and Magic Community Garden is a 'community garden'. All fruit and vegetables grown in the garden are to be shared in a fair and equitable manner amongst the garden volunteers.

Individual plots are not provided to any garden volunteer and no volunteer should plant vegetables or fruit without guidance from the garden co-ordinator.

The planting plan prepared each year will set out exactly what is to be grown and in what location. This planting plan will be drawn up with input from all interested members/volunteers

8. Training/Induction

The garden committee will draw up an education plan each year with input from all members. This education programme will aim to run a training day each month on a topic of interest to members. These training days may be delivered by experienced members of the garden or by outside providers (subject to cost). Classes delivered by garden members will be delivered free of charge to garden members.

All new volunteers will be given an induction training day. This will consist of a tour of the garden, an explanation of the health and safety rules, basic introduction to tools/food crops being grown/ garden management etc. The contents of this membership booklet will also be addressed during induction.

9. Health & Safety

Under the terms of the Licence Agreement with Dublin City Council, the community garden committee is required to put in place procedures to ensure the health and safety of volunteers and members of the public. All volunteers have an individual responsibility to protect their own health and safety, as well as that of their fellow volunteers and visitors to the garden.

We take the health and safety of everyone connected with the garden seriously. It is the general duty of all volunteers/members and visitors to:

- Take reasonable care for the health and safety of themselves and other persons who may be affected by their acts or omissions.
- Co-operate with the Muck & Magic Garden Committee, the designated garden co-ordinator and other parties insofar as it is necessary to provide a safe working environment.
- Not to intentionally misuse or interfere with anything that has been provided to ensure the health, safety and welfare of volunteers or the general public.
- Ensure they understand and comply with Health and Safety Procedures and any procedure that has been provided to them, including procedures related to Covid 19.
- Bring to the attention of the committee/garden co-ordinator any issues they are aware of in Health and Safety arrangements.
- Report any accidents or incidents immediately to the garden co-ordinator/committee member.
- All members/volunteers must sign in when entering the garden. A sign in book is available for this purpose.

10. Accidents/Incidents

All accidents or incidents that occur in the community garden must be reported to the garden co-ordinator immediately, and an accident /incident form filled in. These can be obtained from the garden co-ordinator.

11. Use of drugs and/or alcohol

The consumption of alcohol or illegal drugs by members/volunteers while working in the garden is STRICTLY prohibited. Any breach of this policy may result in membership being withdrawn and may be reported to the appropriate authorities. The consumption of alcohol may be permitted during organised social events in the community garden subject to the approval of the garden committee.

12. Harassment/bullying/sexual harassment

The Muck & Magic Community Garden strongly disapproves of and will not tolerate acts of bullying, harassment and/or sexual harassment. All committee members and volunteers have a responsibility to ensure that bullying/harassment of any kind does not occur at any level or in any circumstance. Any instance of harassment or bullying should be brought to the attention of the garden co-ordinator or a member of the garden committee. If an issue is raised it will be dealt with promptly and in confidence. Instances of a serious nature may be reported to An Garda Síochána following discussion by the committee.

13. Conflict Resolution Policy

The Muck and Magic Community Garden encourages the informal resolution of grievances in the garden where possible. Volunteers/members are encouraged in the first instance to discuss their grievances directly with the person who is causing them concern, with a view to trying to resolve the situation. In situations where this is not appropriate or a volunteer does not feel comfortable in doing so, then the volunteer with the grievance should feel free to involve a committee member as mediator or facilitator to help resolve the dispute informally. If this does not deliver a satisfactory outcome then the member may invoke the formal grievance procedure.

14. Grievances relating to sexual harassment, harassment, bullying and discrimination

Because grievances involving bullying, harassment, sexual harassment or discrimination are viewed very seriously by the Muck and Magic Community Garden and because of our duty of care, members with these kinds of grievances need to avail themselves of the formal procedure for

dealing with harassment and discrimination, to ensure that the matter receives the proper and necessary attention.

A copy of the Formal Grievance Procedure is attached at appendix A.

15. Code of Conduct

The Muck & Magic Community Garden is committed to ensuring that every member/volunteer has a positive and pleasant experience when working in the garden. This applies to all volunteers and users of the garden.

The Muck & Magic Community Garden is a welcoming, safe and supportive environment in which each individual is treated with respect and where each member/volunteer feels comfortable, secure and valued. Any behaviour which breaches this ethos, either by action or words, is unacceptable.

As a volunteer in the Muck & Magic Community Garden you are expected to:

- Respect the agreed management arrangements for the garden and ensure that you adhere to those arrangements,
- Avoid any actions that might undermine such arrangements,
- Work considerately and fairly with everyone in a way that respects diversity, different roles and boundaries and avoids giving offence,
- Participate in training provided for volunteers,
- Help other volunteers to tidy up at the end of each session,
- Abide by all Health & Safety procedures, including Covid 19 procedures
- Help ensure that equipment is maintained and that anything damaged or dangerous is removed and reported immediately

When you sign up to become a member of the Muck & Magic Community Garden you are giving a commitment to abide by the garden's Code of Conduct. Members/Volunteers who breach this Code of Conduct may have their membership terminated and be asked to discontinue volunteering in the Community Garden.

The following behaviours are considered to be in breach of the Code of Conduct:

- Refusing to abide by the agreed management arrangements for the garden or acting in a manner that might undermine such arrangements,
- Lack of respect for fellow volunteers or visitors to the community garden,
- Refusal to follow advice/instruction from the garden co-ordinator in relation to proper horticultural practice, Health & Safety etc.,
- All forms of bullying, sexual abuse and/or harassment and discrimination,
- Non adherence to health, safety and hygiene standards (including Covid 19 procedures),
- Any form of verbal abuse or threatening behaviour of fellow volunteers or visitors to the garden,
- Theft or criminal behaviour,
- Consumption of alcohol and/or illegal drugs whilst volunteering in the garden, other than the consumption of alcohol at agreed garden events.

16. Communication

The Community garden uses two main methods for communicating with members/volunteers. These are the garden WhatsApp group and the garden email group. It is not practical for the committee to contact each member individually.

Members/volunteers are asked to provide a mobile number (for the WhatsApp group) and an email address when joining the garden. The committee uses these contact details to keep members/volunteers informed about matters relating to the garden such as the AGM (notice of the meeting, documents relating to motions/nominations etc.), Covid 19 related information, social events etc.

The contact details are held by the committee secretary for this purpose only. They are not shared with anyone outside of the committee.

Members/volunteers may decide not to provide contact details. However, this will mean that they may not be notified of important information/decisions/AGM etc.

17. Areas of interest

The community garden aims to provide a range of opportunities for members of our community to engage in the garden activities. Members/volunteers may have particular areas of interest or may be happy to engage in a range of these activities. Listed below are some of the specific tasks that need to be done regularly in the garden and areas that we need volunteers. Please indicate if there are particular areas that you would like to focus on:

1. Vegetable growing
2. Fruit growing
3. Ornamental gardening - flowers/shrubs
4. Growing undercover - polytunnel/greenhouse
5. DIY/maintenance
6. Wildlife/Biodiversity
7. Event organisation - open days/social events etc.
8. Communications - Social Media/Website etc
9. Fundraising
10. General

Appendix A

Formal Grievance Procedure Stage 1 - Role of member/volunteer

A member/volunteer who wishes to make a formal complaint about the behaviour/actions of another member/volunteer should submit a written summary of the grievance to a committee member.

This should set out the facts and indicate what outcome is desired to resolve the matter. It should also include details of any attempts made to informally resolve the problem.

Stage 2 Role of committee member

The committee member must treat all grievances seriously, act in a timely manner and endeavour to resolve any issues raised informally, wherever possible.

Where the member invokes the formal grievance procedure, the committee member should bring the grievance to the attention of the management committee.

The committee member will, normally within five working days of receipt, arrange an investigation of the matter with a view to attempting to resolve the matter.

The committee member will provide a written, timely response to the volunteer/member raising the grievance informing them of the outcome of the investigation.

The outcome of the investigation will also be made known to the volunteer/member complained against.

The committee member must ensure that grievances are handled in a sensitive, professional and efficient manner.

If the grievance concerns a committee member, the complaint should be brought to another committee member who should then bring the complaint to a specially convened meeting of the management committee.

Stage 3 - Appeal

If the grievance is not resolved to the satisfaction of the volunteer/member, an appeal may be made in writing within five working days of receipt of the original decision, to all committee members. The Chairperson must respond to the appeal in writing, within 10 working days. This will constitute the final stage of the procedure and no further appeals will be possible.

Right Of Assistance In The Grievance Process

A volunteer/member making a complaint may be accompanied by a fellow garden volunteer/member at each stage of the formal grievance procedure.

MEMBERSHIP APPLICATION FORM FOR THE
MUCK AND MAGIC COMMUNITY GARDEN
BALLYMUN

To be signed by each member/volunteer of the Muck & Magic Community Garden

I agree to become a member of the Muck and Magic Community Garden and to abide by the conditions for membership set out in this booklet. I acknowledge that I fully understand my duties and obligations as a member of the Muck & Magic Community Garden and I undertake to abide by the Code of Conduct.

Name: (Block Capitals): _____

Name: (Signature): _____

Name of Group (if relevant): _____

Mobile Number (for inclusion in WhatsApp group) Ph: _____

Email (for inclusion in email group) _____

Date: ____/____/____

New Member ()

Renewal ()

Decline to Provide Contact Details

I do not wish to provide contact details. I understand that by not providing contact details I may not be informed about important events in the garden such as the Annual General Meeting, social events etc.

Please Tick ()

