



Name	SHC Volunteer Management Policy		
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Approved by:	Management Committee		
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## **VOLUNTEER MANAGEMENT POLICY**

### **SEACLIFF HOCKEY CLUB INC.**

#### **1 INTRODUCTION**

Seacliff Hockey Club ('the club') relies heavily on the unpaid work of volunteers and values their skills, time, talents, energy and contribution highly. We understand the importance of effectively managing their volunteers and is committed to providing the best possible environment for volunteers while they fulfil their duties in accordance with the National Standards for Involving Volunteers in Not For-Profit Organisations (Volunteering Australia 2001).

Volunteers have been involved with our organisation since it began and have contributed greatly to the success of hockey at the club.

Volunteering is a challenging and rewarding element of being involved with the club.

Becoming a volunteer gives people the opportunity to make friends, to learn new skills and to be involved in the planning and management and the success of the club.

#### **2 PURPOSE**

The purpose of this policy is to provide a framework to ensure that volunteers giving their time at the Club do so in a safe and welcoming environment. This policy ensures every volunteer's role is safe, fulfilling and appreciated.

This Policy applies to all volunteers at the Club; long and short-term as well as the Club's Management Committee.

##### *Principles of Volunteering (Volunteering Australia)*

1. Volunteering benefits the community and the volunteer
2. Volunteer work is unpaid
3. Volunteering is always a matter of choice
4. Volunteering is not compulsorily undertaken to receive pensions or government allowances
5. Volunteering is a legitimate way in which citizens can participate in the activities of their community
6. Volunteering is a vehicle for individuals or groups to address human, environmental and social needs
7. Volunteering is an activity performed in the not-for-profit sector only
8. Volunteering is not a substitute for paid work
9. Volunteering respects the rights, dignity and culture of others
10. Volunteering promotes human rights and equality.

### 3 POLICY

The Club will ensure its programs and activities meet individual needs, are welcoming of diversity and value the strengths and abilities of all community members.

Volunteers will be equipped with the necessary skills and resources required to successfully fulfil the positions.

The Club will provide a safe working environment and address risks that affect the safety and wellbeing of volunteers.

Volunteers have rights and responsibilities which are in part defined by legislation and in recognition of the significant value that volunteers bring to hockey and the community.

#### *Volunteer Rights*

The Club makes the following commitments to the management of Volunteers. Volunteers will:

- be respected and valued in the role as a volunteer
- work in a healthy and safe environment
- choose the type of activities they are to be involved in accordance with their skills, interests and needs
- receive an orientation and induction to the Club
- have their ideas welcomed and acknowledged by the Club's Management Committee and other members
- be able to raise any grievances or issues in accordance with the Member Protection Policy
- receive reimbursement for out of pocket expenses
- have the training, equipment and resources required to do the duties
- have open communication with the Club's Management Committee
- be protected by insurance
- be actively involved in the decision making that affects them.

#### *Responsibilities of Volunteers*

Volunteers are accountable for adhering to the requirements of this policy and supporting procedures.

Volunteers have obligations to the Club and will be required to:

- fulfil the duties as specified in their position description in accordance with relevant legislation
- understand and acknowledge the requirements of The Club's Codes of Conduct and relevant policies and guidelines
- participate in the appropriate induction and on-going training as provided
- operate under the direction and supervision of the Club's Management Committee to achieve the objectives required
- maintain confidentiality regarding the Club's business, program information or any other sensitive, private information they come across during their volunteer duties
- report any unsafe working conditions / potential hazards to the Club's Management Committee
- report any injury/damage to themselves or a third party.

The Club has a right to both refuse a volunteer placement or to end a placement if:

- there is a perceived risk to a staff member's or Volunteer's health or welfare.
- the Volunteer does not support and comply with the Club's policies and procedure, including Codes of Conduct.
- appropriate volunteer duties are not available or are no longer available.

- the Volunteer does not adhere to their role statement.
- the Volunteer does not cooperate with any appropriate request for personal information, which may include name, address, emergency contacts, signing for personal information.

## 1. RELATED POLICIES AND PROCEDURES

Policy / Procedure
<ul style="list-style-type: none"> <li>• TBC</li> </ul>

## 2. RELATED EXTERNAL REFERENCE

Name
<ul style="list-style-type: none"> <li>• The <i>Volunteer Protection Act 2001</i></li> </ul>

## 3. CHANGE HISTORY

Version	Approval date	Approved by	Change
001	09 July 2020	Management Committee	Original
002			
003			
004			