



**PORT NOARLUNGA FOOTBALL
& SPORTS CLUB Inc.**

VOLUNTEER RISK MANAGEMENT POLICY

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1. PURPOSE

- a) **To ensure that volunteering remains a mutually beneficial activity.**
- b) **To recognise the important contribution volunteers make to achieving Club goals.**
- c) **To provide a safe and healthy working environment for all Volunteers and members.**
- d) **To provide appropriate supervision and identify training needs to ensure all activities are performed satisfactorily.**

2. SCOPE

- a) **All Committee members and sub-committee members.**
- b) **All volunteers and individuals applying to be volunteers.**
- c) **All Club Members.**

3. RELATED DOCUMENTS

- a) **Members Code of Behaviour**
- b) **Volunteer Induction Policy.**
- c) **Volunteer Application Form.**
- d) **Volunteer Induction Checklist.**
- e) **Conflict/Complaints Procedure.**
- f) **Members Information Handbook.**
- g) **Disability Discrimination Action plan**

4. POLICY STATEMENT

The Port Noarlunga Football & Sports Club is committed to providing the Club community with the best possible service delivery. To achieve this we understand a high level of commitment is required and a duty of care to provide a safe and healthy working environment for all volunteers and members.

5. RESPONSIBILITIES

The Designated Member Protection Information Officer (MPIO), s & Social Welfare Officer, Volunteer Co-ordinator, members of the Executive Committee or department heads

1. are responsible for ensuring that the Volunteer policy is effectively implemented throughout the organisation.
2. Induct Volunteers as per Induction Policy.

Department heads e.g. Co-ordinators in liaison with the Social Welfare Officer, Volunteer Co-ordinator or MPIO

1. are to ensure the volunteer policy is implemented in their area of control.
2. Volunteers in their area of control are consulted about issues affecting their health and safety.
3. are to ensure prompt action is taken to eliminate unsafe or unhealthy conditions or behaviour.
4. are to ensure volunteers are working in a safe manner where and when ever possible.
5. should promptly report any identified risks to a member of the Executive Committee or any person authorised to remedy the problem.
6. Refer any Volunteers health or safety concerns to the Executive Committee.
7. Induct Volunteers if required as per Induction policy.

Volunteers

1. are to take reasonable care for the health and safety of themselves and others.

2. **are to co-operate and comply with the Volunteers Policy and program.**
3. **Promptly report all incidents, accidents, illnesses and any risks to health and safety.**

6. PROCEDURES

- 1) **Individuals who offer voluntary assistance to the Club must complete the appropriate documentation.**
- 2) **Assessment of the suitability of an individual for a Specific role will be undertaken by a member of the executive committee or a department head.
(e.g. co-ordinator)**
- 3) **Volunteers are expected to work in a constructive and co-operative manner.**
- 4) **Volunteers must comply with all Club policies.**
- 5) **All volunteers are required to lodge any official complaints or compliance issues through their co-ordinator and in accordance with the Responding to Complaints Procedure.**
- 5) **Appropriate recognition shall be given to volunteers for services rendered at the discretion of the relative department head or as nominated to Executive committee members.**
- 6) **Volunteers will be nominated by department heads to the Executive Committee for major recognition awards and or rewards.**
- 7) **If deemed appropriate by the Executive Committee Volunteers will be requested to wear a “Volunteer” Identification badge when working at specified events.**

8. REVIEW

This Policy will be reviewed at the annual review meeting and any issues raised or changes to be made will be identified and entered to the action list for attention. Last Reviewed 6-3-17

