



**PORT NOARLUNGA FOOTBALL
& SPORTS CLUB**

***VOLUNTEER MANAGEMENT
POLICY***

CONTENTS

1. PURPOSE	2
2. SCOPE	2
3. RELATED DOCUMENTS	2
4. POLICY STATEMENT	2
5. APPLICATION OF POLICY	3-4
6. REVIEW	5
7. ACCESS TO THE POLICY	5

1. PURPOSE

- 1.1 **The Volunteer Management Policy provides a framework to ensure the best management of volunteers possible in this organisation. It clarifies the Port Noarlunga Football & Sports Club's necessity and underlying philosophy of involving volunteers in the operation of the Club and provides direction and structure to the way volunteers are managed.**
- 1.2 **The policy also aims to set out the expectations of the Club and articulates the rights and responsibilities of volunteers.**

2. SCOPE

- 2.1 **This policy applies to all elected committee members, volunteers and prospective new volunteers in the organisation.**

3. RELATED DOCUMENTS

- 1) **Members Code of Behaviour**
- 2) **Disability Discrimination action Plan**
- 3) **Volunteer Induction Policy**
- 4) **Volunteer Application Form**
- 5) **Volunteer Induction Checklist**
- 6) **Risk Management Policy**
- 7) **Conflict/Complaint Procedure**
- 8) **Members Information Handbook**

4. POLICY STATEMENT

The Port Noarlunga Football & Sports Club values and encourages the involvement of volunteers in Club and community activities, programs, Events and services. The Club will formally recognise the efforts of its Volunteers through presentations, awards and periodic rewards for outstanding service.

5. APPLICATION OF POLICY

5.1 PROTECTION AND INSURANCE

- 5.1.1 Volunteers are protected from personal liability while carrying out volunteer work for an incorporated community organisation by The Volunteer Protection Act 2001.**
- 5.1.2 Volunteers are insured against permanent injury by the Clubs JLT Insurance cover. Refer to Members Information Handbook for details.**

5.2 PLACEMENT, INDUCTION, TRAINING AND RETENTION

Volunteers will be interviewed and placed in activities, programs and services that match their skills, interests, knowledge and experience where ever possible.

- 5.2.1 Volunteers can expect a role description that clearly sets out their duties, responsibilities, time commitment and working environment.**
- 5.2.2 Once an application has been received the volunteer will be provided with an Induction and site orientation that outlines the Clubs policies and safety requirements.**
- 5.2.3 Volunteers will be requested to attend training or development programs as determined necessary by the Executive Committee or Department Head.**
- 5.2.4 The volunteers role and satisfaction level will be reviewed regularly.**
- 5.2.5 The Club has the right to refuse a volunteer placement or to end a placement if:**
 - a) There is a perceived risk to the volunteers health or welfare.**
 - b) Suitable duties are not or no longer available.**
 - c) The volunteer does not comply with the Clubs Policies and Procedures including the Codes of Conduct.**
 - d) The volunteer does not comply with the role statement.**
 - e) The volunteer does not comply with any reasonable request for personal information related to the Induction policy.**

5.3 POLICE CLEARANCE

Volunteers must provide or apply for a satisfactory National Police Clearance Certificate on commencement of their voluntary role

where their duties may involve:

- a) Working with vulnerable people or children.
- b) Cash handling or financial responsibilities
- c) Access to personal details of volunteers or Club members.

3

5.4 FINANCE

- 5.4.1 Where appropriate, budget provision will be made to cover pre-approved out of pocket expenses incurred by volunteers.
- 5.4.2 Volunteers may, where appropriate from time to time receive financial rewards/awards for outstanding service.

5.5 RIGHTS OF VOLUNTEERS

The Club acknowledges and fully supports the volunteer's right to:

- a) Be treated fairly and respectfully and to be valued as an important member of the team.
- b) Receive ongoing support and direction.
- c) Work in a safe environment.
- d) Have complaints or grievances heard fairly.
- e) Be able to decline or withdraw from assigned tasks that are not suitable or place excessive demands on the volunteer.

5.6 RESPONSIBILITIES OF VOLUNTEERS

The Club determines that the following are the responsibility of the volunteer:

- a) To become familiar with the Clubs Policies and Procedures.
- b) Respect and maintain confidential information.
- c) Participate in training and development as determined necessary by the Club.
- d) Perform responsibilities as defined in the volunteer Role Description.
- e) Work within a team structure and accept direction given by authorised staff.
- f) Inform relevant staff if unable to attend work.
- g) Attend their duties punctually and perform tasks appropriately.
- h) Work in a safe manner and not put others at risk.

6. REVIEW

This Policy will be reviewed in line with the Clubs annual review of all documents where any changes deemed necessary will be made and a new issue released.

7. ACCESS TO THE POLICY

A copy of this policy will be inserted into the next issue of the Members Information Handbook, meanwhile each member of the current Committee will be issued with a copy for familiarisation and copies made available to all current members.

AUTHORISED BY: Phil Wood	DATE: July 2011	LAST REVIEWED: 6-3-2017
------------------------------------	---------------------------	-----------------------------------

