

Volunteer Management Policy

The Club relies on the unpaid work of volunteers and values their contribution highly.

The purpose of this policy is to ensure that volunteers working within the Club participate in a manner that is safe, significant, fulfilling and appreciated.

DEFINITION OF VOLUNTEER

A “volunteer” is anyone who performs a task or tasks at the direction of and on behalf of the Committee or its delegates without compensation or expectation of compensation beyond reimbursement of authorized expenses incurred in the course of the assigned tasks and responsibilities. A “volunteer” must be officially accepted and enrolled by the Club prior to being assigned to or performing a task. Unless specifically stated, volunteers shall not be considered as employees of the Club.

POLICY

- All volunteers shall be treated with respect and with gratitude for their contribution.
- Volunteers shall be engaged at the discretion of the Committee.
- Volunteers shall carry out duties assigned by the Committee or its delegates and comply with the Club’s Code of Behaviour.
- All volunteers shall be as far as possible protected from harm and shall be relieved of liability for acts performed in the discharge of their volunteer functions.

RESPONSIBILITIES

- 1 It is the responsibility of the President to appoint a Volunteer Coordinator.
- 2 The Volunteer Coordinator shall be responsible for organising the recruitment, training and supervision of volunteers. The Volunteer Coordinator shall report to the President.
- 3 The Volunteer Coordinator may assign supervisors to volunteers and shall monitor the work of any such supervisors.

- 4 The Volunteer Coordinator (or appointed supervisor) shall ensure that each volunteer is trained and capable of fulfilling their functions adequately.

PROCEDURES

Recruitment

- All volunteers are subject to the screening, approval and probationary procedures prescribed by the Committee from time to time.
- Recruitment of volunteers shall take into account the Club's commitment to cultural diversity and anti-discrimination.

Induction

- All volunteers shall be offered appropriate information and training to discharge their functions.

Supervision

- All volunteers shall receive appropriate supervision in the exercise of their functions.

Reimbursement

- All volunteers shall be reimbursed for all approved expenditure incurred in the exercise of their functions.

Discipline

- Volunteers who fail to adhere to the policies and procedures of the Club may face disciplinary action, including dismissal.

Complaints resolution

- All volunteers shall be entitled to appeal to the complaints resolution procedures set out in the Club's Code of Behaviour.