Aldinga Bay Bowling Club

Volunteer Management Policy

Purpose

The Volunteer Management Policy is designed to ensure best practice management of volunteers involved with Aldinga Bay Bowling Club Incorporated (“The Club”). The Policy aims to clearly define the relationship between The Club and volunteers by setting out expectations of The Club and outlining the rights and responsibilities of volunteers.

Scope

The Policy applies to all volunteers involved in activities and events organised by The Club.

Definitions

**Volunteer** is an individual who agrees to undertake activities to benefit The Club. Volunteers offer their time of their own free will for no financial reward. Generally, all members are volunteers.

**Reimbursement** is a payment to the volunteer for any pre-approved expenses incurred during the course of their activities with The Club.

**Vulnerable** **people** may be at risk of abuse or exploitation due to their dependency on others. This may include children, people with a disability, the frail, aged and people from non-English speaking backgrounds.

**Children** are young people under the age of 18 years.

Policy Statement

Aldinga Bay Bowling Club Incorporated, values and encourages the involvement of Volunteers in the Club movement on local, zone and national levels. The Club recognises the added value that volunteers bring to the organisation and management of The Club and we benefit from their contribution.

Application of the Policy

Protection and Insurance

Volunteers will receive the same legal protection as all members of The Club in terms of Occupational Health Safety and Welfare, the Equal Employment Opportunity and Privacy Legislation. Insurance cover is provided for volunteers who are identified in the Minutes of the Club Management Committee when they are working on club-sanctioned business.

Induction and Training

Volunteers will be placed in roles and activities that match their skills, interests, knowledge and experience. Volunteers can expect their duties to be clearly outlined as well as details of responsibilities, time commitment and working environment. Volunteers will be provided with environmental induction and an orientation of The Club Regulations including safety requirements. Volunteers will be provided with any personal protection equipment necessary if they are undertaking activities requiring same.

Volunteer Protection

Volunteers are covered by the same provisions and protections outlined in the Member Protection Policy that covers financial members of the Club Incorporated. A copy of the Member Protection Policy is available in the Clubhouse and on the Documents, Policies and Rules page at Club website.

Police Clearance

Volunteers must provide a screening and/or National Police Certificate prior to their commencement in the voluntary role where their duties may involve:

* Working with vulnerable people or children;
* Working in an unsupervised capacity;
* Cash handling or financial responsibilities; or
* Access to personal details of members or other volunteers.

This list is not exhaustive and is the responsibility of the Club President or other Executive Committee members to determine if a volunteer position requires either screening or National Police Certificate.

Conflict of interest

No person who has conflict of interest with any activity or program of the club, whether personal, philosophical or financial shall serve as a volunteer with the club. When a potential conflict of interest does arise, volunteers must declare their interest.

Finance

Where appropriate, reimbursement may be provided by the Treasurer to cover out-of-pocket expenses incurred by volunteers.

Rights of Volunteers

Every volunteer at The Club has the right to:

1. Be treated fairly and respectfully and be valued as an important member of The Club;
2. Receive ongoing support and direction from a nominated supervisor;
3. Work in a safe environment;
4. Have complaints or grievances heard in accordance with The Club’s Policy and procedures;
5. Be able to withdraw from work if it is not suitable or is placing excessive demands on the volunteer; and
6. Every volunteer has a duty of care to ensure they are operating in a safe manner and to report any potential risks, hazards or dangers you identify during your time working at the club. These matters can be reported to any member of the Management Committee.

Responsibilities of Volunteers

The Club determines the following as responsibilities of volunteers:

1. To become familiar with The Club’s Regulations, Rules and Safety Regulations
2. To respect and maintain confidential information;
3. To participate in training and development as determined by the Committee of the Club Incorporated;
4. To perform responsibilities as defined;
5. To inform their nominated supervisor if they are unable to attend their volunteer role at any time;
6. To attend to their duties punctually and perform tasks appropriately; and
7. To work in a safe manner and not put others at risk.

Dismissing volunteers

Volunteers who do not adhere to the rules and procedures of the club or who fail to satisfactorily perform their role are subject to dismissal. No volunteer will be dismissed until the volunteer has had an opportunity to discuss the reasons for possible dismissal during a meeting with at least two Executive Committee members.

Possible grounds for dismissal may include, but are not limited to, the following: gross misconduct, being under the influence of alcohol or drugs, theft of property, abuse or mistreatment of members, failure to abide by club policies and procedures and failure to satisfactorily perform assigned duties.

Volunteer Recognition

The club relies on continual support from volunteers to ensure its success on and off the field. It is therefore imperative that we recognise the efforts of our volunteers and acknowledge their input, which ultimately is the underlying foundation of each and every community club.

The Club Management Committee accepts they have a duty of care to ensure volunteers are operating in a safe environment. Policies and Procedures have been developed to provide information and guidance. This Policy will be revised in line with The Club’s annual Policy review. The Policy can be accessed in the Clubhouse and on the Documents, Policies and Rules page at Club website.

**Policy Accepted by the Management Committee of the Club on**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2019**

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Next review date: August 2021

**ALDINGA BAY BOWLING CLUB INC.**

***Affiliated with Bowls SA***

**Volunteer Induction Sheet:**

**Role description - volunteer details Tick when complete**

* Role description provided
* Volunteer’s name and address
* Contact phone number
* Emergency details

**Aldinga Bay Bowling Club Policies and Procedures**

* Codes of conduct
* Behaviour management
* Confidentiality/Privacy/Complaints

**Equipment**

* Equipment location/storage, names and correct use
* Training, education, supervision and support
* Maintenance

**Health Safety and Welfare/Duty of Care**

* First aid policies and procedures
* Location of first aid box/defibrillator/local hospital
* Emergency management and evacuation

**Criminal History Screening Check**

* Volunteer screening check produced/applied for
* Working with children/Child Protection
* Reference check (if required)
* Agreement signed

**Induction conducted by:**

Name: Signature: Date:

**Volunteer Inducted:**

**Name:** Signature: Date: