

Noarlunga Master Swimmers Inc

Volunteer Management Policy

Purpose

The Volunteer Management Policy is designed to ensure best practice management of volunteers involved with Noarlunga Master Swimmers Inc (“The Club”). The Policy aims to clearly define the relationship between Noarlunga Master Swimmers Inc 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 a current financial member of the Noarlunga Master Swimmers Inc. and 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.

Coach is a paid employee of Noarlunga Master Swimmers Inc and is a current financial member of Noarlunga Master Swimmers Inc. Coaches may sit on the committee and do volunteer work for ‘The Club’ as and when needed.

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 people with a disability, the frail, aged and people from non-English speaking backgrounds.

Policy Statement

Noarlunga Master Swimmers Inc values and encourages the involvement of Volunteers in the Masters Swimming movement on local, state and national level. The Club recognises the added value that volunteers bring to the organisation and management of The Club and the benefit of their contribution.

Application of the Policy

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 where necessary and an orientation of The Club Regulations including safety requirements. Volunteers will be provided with any personal protection equipment necessary when undertaking club based activities.

Volunteer Insurance and Protection

Noarlunga Master Swimmers inc are current financial members and are covered by the same provisions and protections outlined in the Member Protection Policy of Masters Swimming SA and Masters Swimming Australia A copy of the Member Protection Policy is available on the Noarlunga Master Swimmers Inc. website (www.noarlunga masters.weebly.com)

Play By the Rules/ Criminal History Screening**

Noarlunga Master Swimmers Inc committee members are

- Working with vulnerable people.
- Working in an unsupervised capacity;
- Have access to personal details of members or other volunteers.

Noarlunga Master Swimmers Inc committee members are encouraged to look at the 'Play By the Rules' website. A link can be found on 'The Club's' website (www.noarlungamasters.weebly.com)

Coaches of Noarlunga Master Swimmers Inc. must have a satisfactory current Criminal History Screening Certificate prior to commencing their coaching role and are responsible for updating this their Criminal History Screening and their coaching certificate as required.

**** Play By The Rules.** This is a website containing information, videos and short courses about conduct and behaviour, fairness and integrity.eg <https://www.playbytherules.net.au>

<https://www.playbytherules.net.au/online-courses/harassment-and-discrimination-online-course>

<https://www.playbytherules.net.au/conduct-and-behaviour/tips-for-officials>

<https://www.playbytherules.net.au/got-an-issue/integrity-in-sport>

<https://www.playbytherules.net.au/resources/articles/member-protection-and-confidentiality>

Conflict of interest

No person who has a 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:

- a) Be treated fairly and respectfully and be valued as an important member of The Club;
- b) Receive ongoing support and direction from a nominated Noarlunga Master Swimmers Inc committee member.
- c) Work in a safe environment;
- d) Have complaints or grievances heard in accordance with The Club's Policy and procedures;
- e) Be able to withdraw from work if it is not suitable or is placing excessive demands on the volunteer; and
- f) 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 they identify during their 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:

- a) To become familiar with The Club's Regulations, Rules and safety regulations
- b) To respect and maintain confidential information;
- c) To participate in training and development as determined by the Committee of the Noarlunga Master Swimmers Inc and Masters Swimming SA or Masters Swimming Australia;
- d) To perform responsibilities as defined;
- e) To inform their nominated supervisor if they are unable to attend their volunteer role at any time;
- f) To attend their duties punctually and perform tasks appropriately; and
- g) 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. It is therefore imperative that we recognise the efforts of our volunteers and acknowledge their input, which is ultimately the underlying foundation of every community club.

Volunteers, will be acknowledged in our ongoing emails, website and social media communications and at regular training sessions, and other events. Volunteers will be recognised, for actively providing exceptional service to The Club at the annual AGM.

A simple 'thank you' will be part of The Club's culture towards all volunteers.

Review

This policy shall be reviewed annually


Access to this Policy

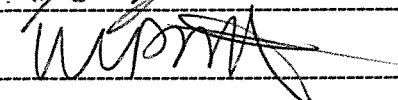
This policy is accessible at The Club's website (www.noarlungamasters.weebly.com).

Policy Accepted by the Committee of the Noarlunga Master Swimmers Inc on:

____ 5th _____ day of _____ August _____ 2020

Signed on behalf of the Noarlunga Master Swimmers Inc committee.

President :  _____

Secretary :  _____

Appendix A: Volunteer Induction Sheet

Inducting Volunteers

Welcome and Induction

First impressions are important – even in a club. For some volunteers, an induction could be their first introduction to the club. If your club has a number of people starting volunteer work at the same time, consider running a group induction (such as at the beginning of each season).

Inductions help volunteers:

- feel welcomed and valued
- understand the club
- understand their role and what is expected of them.

Inductions help clubs:

- reduce risk
- demonstrate professionalism in their approach to volunteering
- provide a safe environment for volunteers
- support volunteers.

When inducting new volunteers:

- provide a welcoming letter from the Volunteer Coordinator or club President
- ensure that your existing volunteers and key people know that a new volunteer is starting prior to their arrival
- ensure they are aware of their rights and responsibilities
- ask someone from the club to introduce the volunteer to other key members (create a checklist to ensure everyone is covered)
- discuss how they will access facilities and equipment
- issue keys if appropriate
- provide them with relevant merchandise (e.g. this could be a specific volunteer shirt or club uniform)
- provide necessary information regarding any medical or other conditions of the players
- connect them with a buddy
- stagger the induction so that they are not overloaded with too much information all at once.

Strategies for Inducting New Committee member Volunteers

Volunteer Name:				Date:
Position:				
Strategy	Relevant to position	Who	Date completed	Notes
Send a welcoming letter.	yes	President		
Welcome the volunteer at the first committee meeting held after the appointment	yes	President		
Explain the role to the volunteer				
Provide a role description				
Provide a mentor for the first 3 months . Or ongoing where necessary				
Explain the rights and responsibilities to the volunteer.				
Introduce the volunteer to key people				
Discuss access to facilities and equipment.				
Issue keys if appropriate.				
Identify any material/equipment needs the volunteer may have relating to this position				
Provide training if required				
Provide access to the 'Play By the Rules' course				

Signed by Inductor (a current Committee member): _____ Date: _____