



Willunga Football Club – Volunteer Management Policy

Purpose

The Volunteer Management Policy is designed to ensure best practice management of volunteers involved with Willunga Football 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.

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

Willunga Football Club values and encourages the involvement of Volunteers in the Club. 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 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 on the Club website willungaafc.com.au

Member Protection Screening Clearances

Volunteers may be subject to SA Government Department for Communities and Social Inclusion screening if they perform the following roles;

- 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 DCSI Screening.

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 will 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 supervisor;
- 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 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:

- 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 Club Incorporated;
- 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.
- h) To provide information for DCSI screening to the DCSI when requested

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

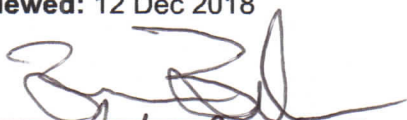
The club relies on continual support from families to ensure its success on and off the field. It is therefore imperative that we recognise the efforts of our volunteers and acknowledge their input, which ultimately is the underlying foundation of each and every community club.

Review - The Policy to be reviewed annually.

Access to the Policy - The Policy is available on the Clubs website at willungaafc.com.au

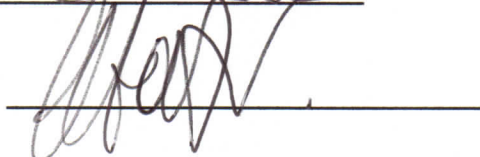
Policy Reviewed: 12 Dec 2018

President:



BEN BAXTER

Secretary:



GERRY LOOIS

(Induction Checklist is a separate document