



Blue Lake Y Swim Club Volunteer Policy

1: POLICY STATEMENT

The policy provides guidelines to both the Blue Lake Y Swim Club committee and volunteers on the role, responsibilities and expectations of volunteers within the club.

The club welcomes, encourages and supports the participation and involvement of the community to contribute to and enhance the programs of the club through volunteering. The club recognises and values the contributions of its volunteers.

1.1: Definition of volunteering:

Any person who, without compensation beyond reimbursement, performs a designated task for the organisation under the expressed direction of the organisation.

1.2 Definition of Volunteer work:

Any designated task or activity which:

- Benefits the community;
- Is done of own free will without coercion;
- Is done without financial reward; and
- Is done within a community or not-for-profit organisation.

Adapted from Definitions and Principles of Volunteering, Information Sheet, Volunteering Australia, June 2005

2: OBJECTIVES

To document the basis for volunteer participation and management in the club and provide guidelines to managers/coordinators of all volunteers.

3. SCOPE

- Blue Lake Y Committee
- Volunteers

4. RELEVANT LEGISLATION

- Swimming SA - Work Health and Safety Policy
- Swimming SA - Equal Opportunity Policy
- Anti discrimination Act 1977
- Workplace Harassment Policy
- Grievance Policy
- Privacy Act 1988
- Aged Care Act - Amendments 2007

5. RELATED POLICIES AND PROCEDURES

- Club Policies
- Volunteer Induction Manual
- Member's Code of Conduct

6. CLUB COMMITMENT

Volunteers are not covered by workplace agreements, awards or workers' compensation. However, volunteers do have rights, some which are enshrined in legislation and some which could be considered the moral obligations of an organisation. Volunteers can expect commitment from the club:

- to be provided with a safe and healthy work environment;
- to be adequately covered by insurance policy;
- to be given adequate information and training to complete specified tasks;
- to be reimbursed for out-of-pocket expenses;
- to be provided with support throughout their engagement as a volunteer;
- to be valued and recognised by the club;
- to have access to a grievance process; and
- to have all information maintained in accordance with the Privacy Act.

Adapted from Model Code of Practice for Organisations Involving Volunteer Staff, Information sheet, Volunteering Australia, June 2005

7. VOLUNTEER RIGHTS AND RESPONSIBILITIES:

7.1 Volunteers have the right:

- to volunteer in a healthy and safe environment (refer various Occupational Health and Safety Act[s]);
- to be adequately covered by insurance;
- to be given accurate and truthful information about the club;
- to be reimbursed for out-of-pocket expenses incurred on behalf of the club;
- to be given a copy of the club's volunteer policy and any other policy that affects their volunteering;
- to have access to a grievance procedure;
- to be provided with orientation to the club;
- to have their confidential and personal information dealt with in accordance with the principles of the Privacy Act 1988; and
- to be provided with sufficient training for them to volunteer.

Adapted from Volunteer Rights and Volunteer Checklist, Volunteering Australia 2003

7.2 Volunteer responsibilities

As a volunteer of the club there is an expectation that all volunteers will take their position responsibly. Volunteers have the responsibility to:

- understand the purpose and philosophy of the club before committing to it; know why they want to volunteer;
- examine motives to be sure that they match the volunteer position; be convinced and believe in the value of volunteer role;

- understand the rules and guidelines of the club and be prepared to comply with them as outlined in Volunteer Handbook;
- be loyal to the club;
- be dependable and reliable, arrive on time, and notify committee with sufficient notice if unavailable so a replacement can be found;
- welcome, accept or ask for supervision and support when needed;
- avoid over-extending themselves and recognise personal limitations, and not make promises that cannot be kept;
- be reliable and be able to work successfully as a team member;
- value and support other team members;
- address areas of conflict with the Member Liaison Officer or Blue Lake Y Committee;
- advise the club when they no longer wish to continue in the volunteer position; and
- maintain club confidentiality in accordance with the Privacy Act.

Adapted from Volunteer Rights and Volunteer Checklist, Volunteering Australia 2003

8. PROCEDURES FOR MANAGEMENT OF VOLUNTEER PROGRAMS:

8.1 Planning

Prior to recruiting volunteers the club will:

- 8.1.1 Identify appropriate positions for volunteering
- 8.1.2 Write position descriptions
- 8.1.3 Identify additional requirements for positions
e.g. training and criminal checks
- 8.1.4 Identify risks associated with position and develop strategies for minimisation
- 8.1.5 Prepare volunteer handbook
- 8.1.6 Include in the annual budget, provision to cover payment of out-of-pocket expenses of volunteers

8.2 Recruitment

- 8.2.1 The organisation will recruit volunteers using appropriate strategies.
- 8.2.2 All positions will include Criminal History Check Requirements.
- 8.2.3 Each volunteer appointment must meet all eligibility criteria before commencement.

8.3 Induction

- 8.3.1 The volunteer manager/coordinator or appointed club representative will be responsible for ensuring that the new volunteer receives an induction that is relevant and meets the requirements of the position.
- 8.3.2 A new volunteer will receive a volunteer handbook which will contain relevant information for the volunteer to have an understanding of the requirements of their engagement.
- 8.3.3 Appropriate training will be provided to enable the volunteer to perform the agreed duties and roles to the satisfaction of all concerned.

Volunteer Support

- 8.4.1 The volunteer will be notified of the person/persons to whom they are responsible.
- 8.4.2 The volunteer must agree to the tasks outline in their job description.
- 8.4.3 Volunteers will be provided with initial training and ongoing training as required to be able to perform duties appropriately.

8.5 Volunteer Recognition

- 8.5.1 The club will value the support and efforts of all volunteers associated with the service delivery.
- 8.5.2 Volunteers' input and ideas will be valued and incorporated when deemed to have merit.
- 8.5.3 The club will provide recognition through:
- Letters of recognition of service
 - Christmas Function
 - When appropriate a phone reference.

9. INSURANCE:

The club will hold and maintain appropriate Public Liability and Personal Accident Insurance cover for people engaged as volunteers.

References

Organisational policies
National Standards for Volunteering
Government Legislation
Aged Care Act
Victorian Police
Volunteering Victoria
Volunteering Australia
Volunteering NSW
Volunteering Queensland
Volunteering SA
Albury Wodonga Volunteer Resource Bureau