



# **VOLUNTEER MANAGEMENT POLICY**

**For**

**Top End Motocross Club Inc.**

**27<sup>th</sup> January 2020**

## 1. PURPOSE

The Volunteer Management Policy is designed to ensure best practice management of volunteers involved with Top End Motocross Club ("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.

## 2. SCOPE

This policy applies to all volunteers involved in activities and events organised by the Club.

## 3. 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.

## 4. POLICY STATEMENT

The Club values and encourages the involvement of Volunteers in the Motosports 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 their contribution.

## 5. 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 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. A copy of the Member Protection Policy is available on the Club website [www.topendmotox.org.au](http://www.topendmotox.org.au)

### Police Clearance

Volunteers must provide a satisfactory 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;
- 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 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:

- (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 a 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;
- (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 Committee.

### **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 with the Committee.

Possible grounds for dismissal may include, but 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 track. 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.

## **6. DATE OF REVIEW**

This policy document is to be reviewed and amended where necessary after each twelve-month period post-adoption. Policies may also be amended as a result of an event of significance, which may impact on the effectiveness or coverage of the policy.

Amendments must be reviewed and approved by TEMCC Committee prior to adoption. All amendments must be recorded in the table below.

<b>Version</b>	<b>Date of Review</b>	<b>Content Amended</b>
1.0	December 2018	Initial Draft
2.0	February 2019	Adopted by TEMCC Committee resolution
3.0	January 2020	Amended by TEMCC Committee

## **7. ACCESS TO THE POLICY**

This policy will be available on the Members Page at [www.topendmotox.org.au](http://www.topendmotox.org.au)