

TORRENS ROWING CLUB INC



VOLUNTEER MANAGEMENT POLICY

Version 4
Reviewed: 1 May 2020

Purpose

This Volunteer Management Policy is designed to ensure best practice management of volunteers involved with the Torrens Rowing Club Inc (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

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

Definitions

A **volunteer** is an individual who agrees to undertake activities to benefit the Torrens Rowing Club, offering their time of their own free will for no financial reward.

Children/Child are people under the age of 18 years.

Reimbursement is a payment made to a volunteer for pre-approved expenses incurred during the course of their activities with the Torrens Rowing Club.

Policy Statement

The Torrens Rowing Club values and encourages the involvement of volunteers in rowing at local, zone, state and national levels. The Torrens Rowing Club recognises the value that volunteers bring to the organisation and that we benefit significantly from their contribution. Furthermore, it is acknowledged that diversity of age, gender, background, ethnicity, and mix of members and non-members, contribute to the cultural value and broader qualities of the club.

Related Policies

Risk Management Policy

Application of the Policy

Protection

Volunteers will receive the same legal protection as all members of the club.

Volunteers are covered by the same provisions and protections outlined in the Torrens Rowing Club Member Protection Policy.

Volunteer Diversity

The Torrens Rowing Club aims for its volunteers, in terms of ages and specific population groups, to:

- Be as diverse as the surrounding community
- Have policies and procedures that encourage diversity

Induction and Training

Inductions help volunteers:

- Reduce risk
- Feel welcomed and valued
- Understand the Torrens Rowing Club
- Understand their role and what is expected of them

Inductions help the Torrens Rowing Club:

- Reduce risk
- Demonstrate professionalism in its approach to volunteering
- Provide a safe environment for volunteers
- Support volunteers

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. They will be provided with an induction and an orientation to any relevant rules and regulations, including safety requirements.

Volunteers will be provided with any Personal Protective Equipment (PPE) necessary to undertake their activities.

When inducting new volunteers, the Torrens Rowing Club:

- Gives the volunteer a personal welcome
- Ensures that the new volunteer is aware of their rights and responsibilities
- Introduces the volunteer to other key members
- Provides tours of clubrooms and/or facilities
- Discusses how to access facilities and/or equipment
- Issues keys and security codes, if appropriate
- Provides a current copy/e-copy of the Torrens Rowing Club Volunteer Management Policy
- Completes the Volunteer Induction Form (Appendix A) including signatures
- Provides the completed Volunteer Induction Form to the Torrens Rowing Club Secretary
- Volunteers who are joining the Torrens Rowing Club committee shall, in addition, complete the Committee Member Induction Form (Appendix B)
- Volunteers assisting at events, fundraising activities etc are to be recorded on a Volunteer Attendance Form (Appendix C)

Criminal History Assessment

Volunteers who are involved with coaching or direct supervision of Junior Programs must undertake a DHS Child Protection screening assessment (Working with Children Check) prior to working with children.

Volunteers who join the Torrens Rowing Club Committee and who have direct responsibility for, or direct supervision of, Junior Programs must undertake a DHS Child Protection screening assessment (Working with Children Check) prior to working with children. In addition, Committee Members may be required to provide a Police Record Check (National Police Certificate). Refer to Risk Management Policy.

Conflicts of Interest

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

Finances

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

Rights of Volunteers

Every volunteer for the Torrens Rowing Club has the right to:

- Be treated fairly and respectfully, and be valued as an important member of the club
- Receive ongoing support and direction from a nominated supervisor and/or committee member(s)
- Work in a safe environment
- Have complaints or grievances heard in accordance with the club's policies and procedures
- Be able to withdraw from work if it is not suitable or for any other personal reason

Responsibilities of Volunteers

The Torrens Rowing Club defines the following as responsibilities of volunteers:

- To become familiar with the club's rules, safety regulations and policies
- To respect and maintain confidential information
- To participate in training and development as determined by the club's committee
- To perform responsibilities as defined
- To inform the management committee if they are unable to attend their volunteer role at any time
- To work in a way that upholds the club's reputation
- To work in a safe manner and not put others at risk

Every volunteer has a duty of care to ensure that they operate in a safe manner and to report any potential risks, hazards or dangers that they identify to a member of the club's committee.

Volunteers are required by law to notify the Department for Child Protection if they suspect on reasonable grounds that a child is, or may be, at risk of harm.

Dismissing Volunteers

Volunteers who do not adhere to the rules and procedures of the Torrens Rowing Club or who fail to satisfactorily perform their role may be dismissed. No volunteer will be dismissed until they have had an opportunity to discuss the reasons for possible dismissal with the club's committee.

Possible grounds for dismissal may include, but are not limited to:

- Gross misconduct
- Being under the influence of alcohol or other substances
- Theft of property or cash
- Abuse or mistreatment of members and/or other volunteers
- Failure to abide by the club's rules, safety regulations, and policies
- Failure to satisfactorily perform assigned duties

Volunteer Recognition

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

Volunteers will be acknowledged in our emails, website and social media communications. At training sessions and other club events, volunteers will be identified and acclaimed in public for actively providing exceptional service to the Torrens Rowing Club.

Saying 'thank you' will be part of the Torrens Rowing Club's culture towards all volunteers.

Access to this Policy

This policy is available at the Torrens Rowing Club's website <https://torrensrowingclub.com.au/cms/>

Review

This policy shall be reviewed every two years.

Ratified by TRC Committee 12 May 2020

Revised: May 2020

Date due for review: May 2022

Appendix A: Volunteer Induction Form (1 page)

Appendix B: Committee Member Induction Form (1 page)

Appendix C: Volunteer Attendance Form (1 page)

Appendix A: Volunteer Induction Form

Tick each item when complete

Volunteer Details

Name:

Address:

Contact telephone number:

Emergency contact details:

Role Description

- Volunteer Management Policy read and understood
- Role description provided

Club Policies

- Club policies read and understood (available at torrensrowingclub.com.au/cms/governance/)

Equipment

- Equipment location/storage and correct use
- Maintenance

Health, Safety and Welfare/Duty of Care

- First aid officer, policies and procedures
- Location of first aid kit/AED/local hospitals
- Emergency management and evacuation

Criminal History Screening Check

Will the volunteer be involved with coaching or directly supervising Junior programs? Yes / No
If yes, Working with Children Check is required for volunteers aged 14 years or over

- Working with Children Check sighted. Date valid until:

Volunteer Inducted

Signature:

Date:

Induction Provided by

Name:

Signature:

Date:

Appendix B: Committee Member Induction Form

Tick each item when complete

Role Description/Contact Details

- Role description provided
- New member's contact details
- Committee contact information

'Play by the Rules' Training Videos

- Introduction: <https://bit.ly/2WdNL55>
- Parents/Spectators: <https://bit.ly/2HtUqF7>
- Racism: <https://bit.ly/2T47aUe>
- Social Media: <https://bit.ly/2MuSQ4Q>

More information, videos and free online courses are available at: <https://www.playbytherules.net.au/>

Club Policies

- Club policies read and understood (available at torrensrowingclub.com.au/cms/governance/)

Equipment

- Equipment location/storage, names and correct use
- Maintenance

Health, Safety and Welfare/Duty of Care

- First aid officer, policies and procedures
- Location of first aid kit/AED/local hospitals
- Emergency management and evacuation

Criminal History Screening Check

Will the Committee Member have direct responsibility for, or direct supervision of, Junior programs? Yes / No
If yes, Working with Children Check is required

- Working with Children Check sighted. Date valid until:

Is a Police Record Check (National Police Certificate) required? Yes / No

- Police Record Check sighted. Date issued:

Is a reference check required? Yes / No

- Reference check verified (attach details). Date:

Committee Member Inducted

Name:

Signature:

Date:

Induction Provided by

Name:

Signature:

Date:

Appendix C: Volunteer Attendance Form

Event:

Date:

Volunteer Name	Volunteer Contact Details Mobile number & Email address	TRC Volunteer Induction Completed (Initial & Date)	Event Volunteer Induction Completed (Initial & Date)	Emergency Contact Name & Mobile Number
.....
.....
.....
.....
.....
.....
.....