



# WOODVILLE LACROSSE CLUB Inc

Established 1899

## VOLUNTEER/STAFF MANAGEMENT POLICY

**Effective Date:** 24<sup>th</sup> October 2011

**Review Date:** 24<sup>th</sup> October 2012

### Purpose

The Volunteer Management Policy (the Policy) provides a framework to ensure best practice management of volunteers. It clarifies the Woodville Lacrosse Club's underlying philosophy of involving volunteers and provides direction and structure to the way volunteers are managed.

The Policy aims to clearly define the relationship between the Woodville Lacrosse Club and its volunteers; it sets out the expectations of the Woodville Lacrosse Club and articulates the rights and responsibilities of volunteers.

### Scope

The Policy applies to volunteers who work in activities, programs and services where volunteers are involved.

### Policy Statement

The Woodville Lacrosse Club values and encourages the involvement of volunteers.

### Definitions

A **Volunteer** is an individual who is registered with and has approval by the Woodville Lacrosse Club to undertake activities:

- Of benefit to the Woodville Lacrosse Club, the local community and the volunteer;
- Of the volunteer's own free will and without coercion;
- For no financial reward;
- In designated volunteer positions only.

**Children** are young people under the age of 18.

### Principles

The Woodville Lacrosse Club will formally recognise volunteers for their contribution to the Club on an annual basis.

Volunteers will receive the same protection in terms of occupational health, safety and welfare, discrimination and harassment.

Volunteers will be provided with a role description that clearly sets out their duties, requirements, organisational relationships, training needs, accountability, responsibility and benefits of the role

Volunteers will be provided with Club site induction and site orientation that outlines Woodville Lacrosse Club operations, policies and safety requirements.

The role of the volunteer and level of satisfaction will be reviewed on a regular basis in order to ensure the best experience possible and to increase the retention rate of volunteers.

The Woodville Lacrosse Club management team has the right to refuse a volunteer place or to end a placement if:

- There is a perceived risk to its members' or volunteer's health or welfare.
- Suitable volunteer duties are not available or no longer available.
- The volunteer does not comply with Woodville Lacrosse Club [policies and procedures](#) including the Code of Conduct.

## Finance

Where appropriate, budget provisions will be made to cover reimbursement of pre-approved out of pocket expenses.

## Rights of Volunteers

The Woodville Lacrosse club determines the following as the rights of a volunteer:

- To be treated fairly and respectfully and be valued as an important member of the team;
- To receive ongoing support and direction from a nominated supervisor;
- To work in a safe environment;
- To have complaints or grievances heard in accordance with Woodville Lacrosse Club [policy and procedures](#);
- To be able to decline or withdraw from volunteering at any time

## Responsibilities of Volunteers

The Woodville Lacrosse Club determines the following as the responsibilities of volunteers:

- To become familiar with, and work within, Woodville Lacrosse Club [policies and procedures](#);
- Respect and maintain confidential information;
- Participate in training and development as determined by the Woodville Lacrosse Club Management Committee;
- Perform responsibilities as defined in the Volunteer Role Description;
- Work within a team structure and accept any direction and supervision from appropriate portfolios;
- Inform the appropriate person if they are unable to attend their volunteer role at any time;
- Work in a safe manner and not put others at risk;
- Volunteers working with children must provide a satisfactory [National Police Certificate](#) prior to their voluntary role.