



# Nichols Point Football Club Volunteer Policy

## Purpose

Nichols point Football Club recognises the significant contribution of volunteers within our community.

The clubs volunteers forge a strong bond between the club, the community and relevant stakeholders it serves by, encouraging and increasing:

- Community participation and social connection in the club;
- The delivery and augmentation of existing football programs;
- The development of players and club officials;
- Growth of the club;

This document is designed to provide guidance on how volunteers should be engaged, inducted and managed.

## Scope

This policy applies to any person associated with the Nichols Point Football Clu who has contact with inclusive of but not limited to players, coaches, volunteers, employees, team managers, assistants, committee members, hereafter referred to as "employees and/or volunteers" including children and young people,.

## Definitions:

A person who gives their time to the club, without financial remuneration and for the benefit of the community at the direction of the club committee

## Principles

The principles of volunteering at the Club are:

- Volunteering is undertaken freely, by choice.
- Volunteers are required to complete and hold a valid working with children check
- Volunteering is an inclusive activity open to all who are able and suitable.
- Volunteers freely contribute their time, effort, knowledge and skills and develop formal and informal networks, while gaining experience and social inclusion.
- Volunteers are provided with appropriate induction, training, instruction and supervision to undertake volunteer activity.

- Volunteers are provided with a healthy and safe working environment. Volunteers have their contribution to the community recognised.

## **Engaging a Volunteer**

Volunteers are managed locally by the club and are engaged with the approval of the committee. Volunteers must complete a volunteer application form.

## **Checks for Volunteers**

In line with the clubs Child Safety Policy, volunteers need to obtain and hold a valid working with children's check.

## **Inducting a Volunteer**

Volunteers will be inducted by a committee member and given all the relevant information pertaining to their role.

## **Ceasing of Volunteer Arrangements**

A volunteer arrangement can be ceased by a volunteer or the club at any time. The club requests one week's notice and will attempt to give the same notice period, considering the circumstances. All volunteers must return any property and files (electronic or otherwise) belonging to the club prior to leaving.

Volunteers are expected to act in accordance with relevant club policies, procedures, Code of Conduct and Child Safe Standards. If any volunteer acts in a manner which does not uphold these standards, the volunteer arrangements with the club may be terminated.



## **Responsibilities**

### **The Club Will:**

- Ensure appropriate levels of supervision, support and management are provided, where required.
- Appoint volunteers in accordance with the principles of anti-discrimination and equal opportunity.
- Provide a safe workplace for all volunteers.
- Ensure relevant background checks, including criminal check and Volunteer Working with Children Checks, are specified at the time that a volunteer position is created and undertaken before a volunteer is engaged.
- Provide a general induction and activity specific training where appropriate.
- Inform volunteers of their responsibilities.
- Maintain a full and accurate record of volunteers in accordance with club policy.

**Volunteers will:**

- Follow the reasonable directions of the club.
- Comply with the clubs values, policies, procedures and Code of Conduct.
- Perform volunteer activities in accordance with the agreed role description and working arrangements.
- Attend induction and participate in training activities as required.
- Arrive on time and report their absence from volunteer work as soon as possible to the club to ensure that alternative arrangements may be made.
- Promptly report to the club existing issues in relation to, or any changes to licences, health or personal circumstances that might impact on their capability to effectively perform a volunteer role.
- Ensure all media enquiries are directed to the clubs executive committee. Volunteers are not authorised to answer any questions or make any comments to the media.
- Before commencing work, complete a volunteer application form along with providing a current volunteer Working with Children Check clearance.
- Register with Football Federation Victoria as a volunteer for Nichols Point Football Club.
- Provide one week notice of an intention to cease volunteering with the club, where possible.

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