



Tea Tree Gully Netball Club Volunteer Policy

Introduction:

Tea Tree Gully Netball Club (the club) recognises the crucial role volunteers play within the netball community, ensuring we attract and retain volunteers is vital to the success of the club. This policy applies to all volunteers and members of the club

Key Volunteer Policy Statements:

- Appoint volunteers in accordance with the club constitution and by-laws
- Provide volunteers with a healthy and safe workplace
- Provide appropriate and adequate insurance coverage for volunteers
- Define volunteer roles and provide clear job descriptions
- Provide appropriate levels of support and management of volunteers
- Provide volunteers with a copy of relevant policies and job descriptions
- Acknowledge the rights of volunteers
- Reimburse volunteers for approved out of pocket expenses incurred on behalf of the organisation
- Treat volunteers as valuable team members, and advise them of the opportunities to participate in organisational planning, and
- Acknowledge the contributions of volunteers

Volunteer Management

The club values all its volunteers and active has measures in place for volunteer management. There are two main functions of the volunteer management: recruiting volunteers and retaining volunteers. The club will act in accordance with the following framework:

The Seven Cycles of Volunteer Management

1	Recruitment	The identification of individuals who will appropriately fill the required vacant roles according to the job descriptions.
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2	Place	Request the volunteer to provide an appropriate working with children clearance. Place the volunteer in the appropriately identified club role.
3	Induct	Provide the volunteer with the appropriate information regarding the role and ensure that they have all policies that outline the operations of the club.
4	Train	Provide the volunteer with theory and practical training as per requirements of their role. Provide the volunteer with as many opportunities as possible to ensure they are able to continue to upskill and be prepared to perform their role at the highest level for the club.
5	Supervise	Continual feedback and opportunities for the volunteer to ensure they are comfortable in their role and can fulfil the tasks required. This is seen as a two-way process to enable the club and the volunteer are content with the status of the volunteer.
6	Recognise	Continual acknowledgement and recognition of the efforts of the volunteer.
7	Replace	The process of filling vacated positions and the importance of succession planning.

(Cricket Australia, ND)

Responsibilities of volunteer appointments

Committee members

- In most instances, these members are appointed at the Annual General Meeting

Coaches

- Appointed by the grading committee

Umpires

- Appointed by the umpire coordinator



Related Documents

- Child Protection Policy
- Grievance Policy
- Code of Conducts for players, parents, coaches, umpires
- Social Media Policy
- Tea Tree Gully Netball Club Constitution & By-Laws
- Job Descriptions for all positions within the club
- Risk Management Policy

Definition:

A volunteer is an individual who provides services to Tea Tree Netball Club on a voluntary basis. They are not an employee or a contractor but may receive an honoraria or be reimbursed for out of pocket expense.

Authorisation

Tea Tree Gully Netball Club, Committee Meeting. 11th June 2020, Agenda item 4.

Contact

For any clarification on the content of this document please contact the club secretary:
sec@teatreegullynetball.org.au

This policy is to be reviewed by 11/06/2022

Reference:

Cricket Australia (ND). Volunteer Management Framework – MyCricket Community. Retrieved from: <https://www.community.cricket.com.au/clubs/running-your-club/-/media/93E2935FCDD54FD7AA6A74311F03D361.ashx>