

CAMBERWELL HOCKEY CLUB STAFF & VOLUNTEER MANAGEMENT POLICY

Drafted by	Ellen Williamson	Approved by Board on	26 th July 2017
Responsible person	Ellen Williamson	Scheduled review date	24 months from approval

INTRODUCTION

Camberwell Hockey Club Inc. (**the Club**) relies heavily on the unpaid work of volunteers, and also on the paid work of contractors, and it values their contribution highly.

Volunteers assist the Club in many different ways, including as:

- Coaches
- Team Managers
- Technical Officials
- Members of Committees and Working Groups
- Board Directors
- Unpaid umpires
- Age Group Co-ordinators
- People who contribute to Club canteen, working bees, family days and social events
- People who contribute to Zone events and tournaments

PURPOSE

This policy is intended to ensure that:

- Contractors and volunteers working at Camberwell Hockey Club have work that is safe, significant, fulfilling, valued and appreciated.
- Duties allocated to and the responsibilities and expectations of contractors and volunteers are clear.

POLICY

All contractors and volunteers shall be treated with respect, courtesy and appreciation for their contribution and their contributions shall be valued. All contractors and volunteers are to be encouraged in carrying out their duties, not criticized or demoralized.

The Club shall engage contractors in writing and the terms of engagement shall include duties and responsibilities, payment, insurances, hours and termination.

Volunteers shall carry out duties assigned by individuals from the following parts of the Club:

- The Board.
- The Women's Section
- The Men's Section

- The Juniors' Section
- Facilities Management

PROCEDURES

Recruitment

Engagement of contractors and recruitment of volunteers shall take into account:

- The nature of the role sought to be filled, and any necessary skills, capability experience, and aptitude required.
- The skills, capability, experience and aptitude of the proposed contractor or volunteer.
- The time commitment required.
- The association the contractor or volunteer already has with the Club.
- The Club's commitment to diversity and inclusion.
- Whether a Working With Children Check has been obtained in accordance with Victorian Government requirements.
- The willingness of the proposed contractor or volunteer to accept the Club's Constitution and By-Laws, policies and procedures and codes of conduct.
- The importance of growing the base of volunteers within the Club.
- The principle that all Club members and people associated with the Club should give back some of their time in some capacity for the benefit of the Club.
- That some volunteers who have already made significant contributions can suffer 'volunteer fatigue'.

Induction

All contractors shall be offered appropriate information and training to discharge their duties, and successful completion of this training may be specified to be a condition of engagement.

All volunteers shall be offered as much information and training to discharge their duties as is relevant, appropriate and available given the nature of the duties and available Club resources.

Performance

Contractors shall carry out the duties described in their letter of engagement.

In allocating duties to volunteers, the Club shall be mindful of:

- The need to be flexible.
- Timing and availability constraints of the volunteer.
- The volunteer's skills, capability, experience and aptitude for the duties.
- Further education and training required by the volunteer.
- Any potential conflict of interest for the volunteer.
- Whether the volunteer has a current Working With Children Check.

All contractors and volunteers shall comply with the Club's Constitution and By-Laws, policies and procedures, and in particular its codes of conduct.

Contractors and volunteers are encouraged to provide constructive feedback to the Club to ensure ongoing improvement.

Supervision & Reporting

The Club shall endeavour to provide appropriate supervision of volunteers in the exercise of their functions.

All contractors shall report in accordance with their letter of engagement.

Reimbursement

All volunteers shall be reimbursed for all expenditure incurred in the exercise of their duties and approved in advance by the relevant Section Treasurer or whole of Club Treasurer.

All contractors shall be reimbursed in accordance with their letter of engagement.

RELATED DOCUMENTS

- Club Constitution and By-Laws
- Club Member Protection Policy
- Hockey Victoria Codes of Conduct
- Club Social Media Policy
- Victorian Government Child Safe Standards

AUTHORISATION

Harry Drakos
President Camberwell Hockey Club Inc.
Date:

