



# Swimming Northern Territory

## Volunteer Policy

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3	SNT Board Directors		May 2026
2	SNT Board Directors	26 May 2020	May 2022
1	SNT Board Directors	29 Nov 2010	Nov 2012

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## 1. Introduction

Swimming Northern Territory (SNT) is a not-for-profit organisation that relies heavily on the contribution of volunteers. The contribution is greatly appreciated, and this policy aims to facilitate a strong continued relationship between volunteers and SNT for the continued success of swimming in the Northern Territory and for the benefit of the volunteer who generously donates their time.

## 2. Statement Of Principle

To be used in conjunction with other SNT policies, this document lists the various SNT policies that relate to volunteers in a way that is simple and easy to understand, flexible, fair and equitable and to enhance the efficiency and effectiveness of the SNT relationship.

## 3. Scope

This policy applies to all SNT volunteers while they execute duties on behalf of SNT.

## 4. Policies

### a) Reimbursement Of Expenses

Volunteers may be eligible for reimbursement of reasonable expenses incurred while undertaking business for SNT. The SNT Chief Executive Officer (CEO) shall advise volunteers regarding specific reimbursable items. Prior approval must be sought in writing for all expenditure by emailing [admin@nt.swimming.org.au](mailto:admin@nt.swimming.org.au).

### b) Record Keeping

A system of records will be maintained on each volunteer by SNT, including:

- A valid copy of a Working with Children Card (Ochre Card NT) or equivalent State Working with Children Card – refer to Swimming NT Working with Children Policy, where applicable.
- Dates of service
- Positions held and duties performed
- Evaluation of work and awards received.

Volunteers and paid staff shall be responsible for submitting all appropriate records and information to the CEO in a timely and accurate fashion by emailing [admin@nt.swimming.org.au](mailto:admin@nt.swimming.org.au). Volunteer personnel records shall be afforded the same confidentiality as paid staff personnel records.

### c) Attendance

A volunteer sign on roster will be kept for all events and at other times while actively volunteering for SNT. All volunteers are required to 'sign in' at the commencement of volunteering on each day.

### d) Absences

Volunteers are expected to perform their duties on a regular, scheduled, and timely basis. If expecting to be absent from a scheduled duty, volunteers should inform the Administration Officer SNT as far in advance as possible so that alternative arrangements may be made. Continual absenteeism will result in a review of the volunteers' terms of service. Volunteers may be encouraged to find a substitute for any upcoming absences that might be filled by another volunteer. Such substitution should only be taken following consultation with SNT staff and/or the CEO.



e) Conflict Of Interest

Any person who has a conflict of interest with any activity or program of SNT, whether personal, philosophical, or financial must declare their interest prior to undertaking their duties.

f) Dismissing Volunteers

Volunteers who do not adhere to the rules and procedures of SNT or who fail to satisfactorily perform their volunteer assignment are subject to dismissal. No volunteer will be dismissed until the volunteer has had an opportunity to discuss the reasons for possible dismissal with the CEO. Possible grounds for dismissal may include, but are not limited to:

- gross misconduct or insubordination.
- being under the influence of alcohol or drugs
- theft of property
- misuse of equipment or materials
- abuse or mistreatment of members or co-workers
- failure to abide by policies and procedures
- failure to satisfactorily perform assigned duties.

g) Bullying, Harassment, Sexual Harassment, And Intimate Personal Relationships

Any form of workplace bullying and/or harassment will not be tolerated. Please refer to the following policies:

- National Integrity Framework
- SNT Code of Conduct
- Swimming Australia Code of Conduct
- Member Protection Policy Swimming Australia
- Swimming Northern Territory Incorporated (SNTI) Constitution

h) Complaints And Disputes

If a volunteer has a complaint, or if a dispute arises that involves a volunteer, the volunteer, at first instance, must see the SNT staff member in charge at the event where the volunteerism is being undertaken. If this is not possible, then the dispute may be further discussed with the SNT Member Protection Information Officer (MPIO). Further action will be pursuant to the National Integrity Framework (NIF).

i) Equal Opportunity

The selection of volunteers will comply with the principles of equal opportunity and will not discriminate against a candidate on the basis of race, gender, disability, sexual orientation, HIV status, age, marital status or pregnancy, nor any other area which falls within state discrimination legislation.

Please refer to the National Integrity Framework (NIF) for more information.



j) Health and Safety

SNT is committed to providing a safe working environment for volunteers. Volunteers are encouraged to report potential hazards to SNT staff and/or the CEO on an ongoing basis in accordance with the SNT Risk Management Plan.

k) Rest Breaks

SNT aims to provide volunteers assisting at an event with a thirty-minute break every five hours. Volunteers requiring a break should ask SNT staff and or the CEO who will, as practicable, make provision for the break.

l) Illness, Injuries, and Accidents

Volunteers that suffer from illness, injury or are involved in an accident must advise a SNT Staff member and or the CEO as soon as practical. If unable to do so themselves another person must be sent to advise the SNT staff member or CEO of the illness, injury or accident immediately.

The SNT staff member or CEO will phone an ambulance for all serious illness, injury or accidents. For illness, injury or accidents of a lesser extent the SNT staff member or CEO may:

- send the volunteer home
- may organise transport for the volunteer home
- may remove the volunteer from duty
- or may make any other decision regarding the fitness of the volunteer to continue to execute their duties.

m) Insurance Coverage

Volunteers, in a general sense, will be covered by the SNT Public Liability Insurance Cover and if the volunteer is a member they will also be covered by the SNT Personal Accident Insurance Cover. Volunteers acting outside the scope of instruction will not be covered by the SNT Public Liability or Personal Accident Policy.

n) Speaking to the Media

Unless notified otherwise by the CEO, no volunteer shall speak to the media on any matter regarding SNT. All volunteers approached by the media shall refer them to the Swimming Northern Territory Board President or CEO.

o) Supply and Use of Uniforms

With the exception of volunteers acting in an official capacity in relation to the execution of an event, all volunteers must wear the SNT volunteer uniform, where provided. Some Technical Officials will receive a uniform to keep, in which case the volunteer (Technical Official) is expected to wear the uniform at all subsequent events.

p) Use of SNT equipment

Volunteers using SNT equipment in the execution of their duties are to handle the equipment responsibly and with care. If equipment becomes damaged while being handled by a volunteer, provided reasonable care has been taken, SNT will cover all costs of repair. If a volunteer has been found to be careless when using SNT equipment, and due to this carelessness the equipment becomes damaged, the volunteer will be required to pay an amount equivalent to the cost of replacing the equipment with a new piece of equipment.



q) Use of Private Vehicle

The use of private vehicles during the execution of a volunteer's duties is at the volunteer's risk. SNT will not reimburse for any damage caused to a private motor vehicle.

r) Volunteer Recognition and Reward

SNT will recognise and reward the contribution of volunteers at its discretion and with reference to the Swimming NT Award Policy.

s) Drugs and Alcohol

As a general rule the consumption of or being under the influence of alcohol and/or illicit drugs is prohibited during the execution of duties. For further information regarding drugs and alcohol please refer to the SNT Drug and Alcohol Management Policy, SNT Code of Conduct and the National Integrity Framework (NIF). Any use of prescription drugs that may impair your judgement or ability to perform the required duties MUST be cleared with the SNT CEO prior to the commencement of your volunteering role.

## 5. **Policy Promotion**

This policy will be made available to all members via the SNT website. This policy will be communicated to all staff members, board members, committee members and volunteers, as applicable.

## 6. **Review**

This policy will be reviewed by the Board of Swimming Northern Territory every 2 years from the date of approval by the SNT Board.

## 7. **Additions Or Amendments**

In addition to the scheduled review of this policy recommended changes to the policy may be submitted to the Board of SNT for consideration, at any time. In the event that the changes are accepted, the policy will be updated, dated and circulated to all relevant stakeholders.

## 8. **Related Links**

[Swimming Northern Territory Constitution](#)

[National Integrity Framework \(NIF\)](#)

[Swimming NT Code of Conduct](#)

[Swimming Australia Code of Conduct & Disciplinary Policy](#)

[Member Protection Policy Swimming Australia](#)

[Swimming NT Drug and Alcohol Management Policy](#)

[Swimming NT Working with Children Policy](#)

[Northern Territory Volunteer Action Plan 2024-2025](#)