



VOLUNTEER PLAN

Adopted/Amended/Review ed	By Whom	Date
Adopted	Board of Directors	Monday 29th November 2010
Reviewed	Board of Directors	Tuesday 26th May 2020

INTRODUCTION

Swimming Northern Territory recognises the essential and considerable input of volunteers in the management and delivery of the sport. To aid in the recruitment and retention of volunteers Swimming NT uses the following tools for recognition and reward of volunteers:

1. Provision of a clear understanding of the roles and responsibilities within the organisation - including the preparation of Duty Statements for volunteer roles.
2. Equipping volunteers with the necessary skills and resources to comfortably undertake what is expected of them, including:
 - a. Training and assessment for key roles such as Referee, Meet Director and Operator of Automatic Officiating Equipment
 - b. Provision of appropriate clothing for Officials (including wide brim hats, wet weather gear and uniforms)
 - c. Provision of volunteer outfits at key meets (such as polo shirts and caps or hats)
3. Recognition and reward for volunteer effort including:
 - a. Volunteer of the Year Award at the Swimming NT Annual Awards Function
 - b. Annual Volunteer BBQ hosted by Swimming NT Staff and Board
 - c. Timely letters of thanks from the President and/or EO following activities drawing on significant volunteer contribution.
4. Clear understanding of legal responsibilities of volunteers and steps taken to minimise personal liability
5. Understanding how the culture of an organisation affects the commitment and retention of volunteers
6. Clear understanding of the goals and activities sought to achieve the organisation's "vision"
7. Clear communication of these strategies to the volunteers
8. Maintenance of an up-to-date database of memberships and volunteer helpers
9. A commitment by Swimming Northern Territory to continually develop and improve its volunteer management processes

MANAGING VOLUNTEERS

When managing teams of volunteers Swimming Northern Territory endeavours to:

1. Provide each volunteer with a written detailed job description before commencing duties
2. Discuss with each volunteer their Rights and Responsibilities, along with the responsibilities that you as their coordinator have to them. Include this information in writing as part of their job description and agreement package.
3. Provide each volunteer with orientation on Swimming NT in general, and on their project area in particular
4. Provide each volunteer with training options and ongoing support available to them
5. Ask each volunteer for written and/or verbal feedback, in order to support and, if necessary, modify management infrastructure/procedure policies
6. Work on building the volunteer team into a strong, cohesive unit, capable of flexibility and adaptability as the situation changes.
7. Encourage input from volunteers regarding their needs and concerns
8. Utilise the areas of strengths volunteers present and focus on re-training the areas of weakness.

POLICY PROMOTION

This policy will be made available to all members via the Swimming NT website at www.nt.swimming.org.au and through the annual handbook, or its equivalent publication. This policy will be communicated to all staff members, board members, committee members and regional committees annually.

REVIEW

This policy will be reviewed by the Board of Swimming Northern Territory in July every even year (i.e. 2020, 2022, 2024).

ADDITIONS OR AMENDMENTS

In addition to the scheduled review of this policy recommended changes to the policy may be submitted to the Board of Swimming Northern Territory 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.
