

VOLUNTEER POLICY

Adopted or Amended	By Whom	Date
Adopted	Board of Directors	Monday 29th November 2010

INTRODUCTION

Swimming Northern Territory 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 Swimming Northern Territory for the continued success of swimming in the Northern Territory and for the benefit of the volunteer who generously donates their time.

STATEMENT OF PRINCIPLE

To be used in conjunction with other Swimming Northern Territory policies, this document lists the various Swimming Northern Territory 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 Swimming Northern Territory relationship.

SCOPE

This policy applies to all Swimming Northern Territory volunteers and interns while they execute duties on behalf of Swimming Northern Territory.

POLICIES

Reimbursement of expenses

Volunteers may be eligible for reimbursement of reasonable expenses incurred while undertaking business for Swimming Northern Territory. The Executive Officer shall advise volunteers regarding specific reimbursable items. Prior approval must be sought for all expenditure.

Record Keeping

A system of records will be maintained on each volunteer with Swimming Northern Territory, including dates of service, positions held, duties performed, evaluation of work and awards received. Volunteers and paid staff shall be responsible for submitting all appropriate records and information to the Executive Officer in a timely and accurate fashion. Volunteer personnel records shall be accorded the same confidentiality as paid staff personnel records.

Attendance

A volunteer sign on roster will be kept for all events and at other times while actively volunteering for Swimming Northern Territory. All volunteers are required to 'sign in' at the commencement of volunteering on each day, and 'sign out' at the conclusion of the volunteer service.

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 their supervisor as far in advance as possible so that alternative arrangements may be made. Continual absenteeism will result in a review of the volunteer's job or term 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 a supervisor and care should be taken to find a substitute who is qualified for the position.

Conflict of Interest

Any person who has a conflict of interest with any activity or program of Swimming Northern Territory, whether personal, philosophical, or financial must declare their interest.

Dismissing volunteers

Volunteers who do not adhere to the rules and procedures Swimming Northern Territory 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 Volunteer Coordinator. Possible grounds for dismissal may include, but are not limited to, the following: 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, and failure to satisfactorily perform assigned duties.

Bullying, Harassment, Sexual Harassment, and intimate personal relationships

Please refer to the Swimming Northern Territory and Swimming Australia Limited Member Protection Policy.

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 Swimming Northern Territory Volunteer Coordinator. Further action will be pursuant to the Swimming Northern Territory Member Protection Policy.

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 Swimming Northern Territory Member Protection Policy for more information.

Health and Safety

Swimming Northern Territory is committed to providing a safe working environment for volunteers. Volunteers are encouraged to report potential hazards to the Volunteer Coordinator on an ongoing basis in accordance with the Association Risk Management Plan.

Rest Breaks

Swimming Northern Territory aims to provide volunteers assisting at an event with a thirty minute break every five hours. Volunteers requiring a break should ask the Volunteer Coordinator who, will so far as practicable, make provision for the break.

Illness, Injuries, and Accidents

Volunteers that suffer from illness, injury or are involved in an accident must see the Volunteer Coordinator, or must send another person to advise the Volunteer Coordinator of the accident, injury or illness immediately. The Volunteer Coordinator will phone an ambulance for all serious accidents, illness or injury. For accidents, illness or injury of a lesser extent the Volunteer Coordinator 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.

Insurance Coverage

Volunteers, in a general sense, will be covered by the Swimming Northern Territory public liability insurance cover and if the volunteer is a member they will also be covered by the Swimming Northern Territory personal accident insurance cover. Volunteers acting outside the scope of instruction will not be covered by the public liability or personal accident policy.

Speaking to the media

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

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 Swimming Northern Territory 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.

Use of Swimming NT equipment

Volunteers using Swimming Northern Territory 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, Swimming Northern Territory will cover all costs of repair. If a volunteer has been found to be careless when using Swimming Northern Territory equipment, and as a result of 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.

Use of Private Vehicle

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

Volunteer Recognition and Reward

Swimming Northern Territory aims to recognise and reward the contribution of volunteers. For details on the program please contact the Volunteer Coordinator, Executive Officer or President.

Drugs and Alcohol

As a general rule the consumption of alcohol is prohibited during the execution of duties. For further information regarding drugs and alcohol please refer to the 'Swimming Northern Territory Drugs and Alcohol Management Policy' and codes of conduct.

POLICY PROMOTION

This policy will be made available to all members via the Swimming Northern Territory 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. 2012, 2014, 2016).

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.

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