



**VOLUNTEER POLICY
OF THE
ALTONA HOCKEY CLUB, INC.**

Rationale

The Altona Hockey Club Inc., Sugargum Drive, Altona (or AHC) relies almost entirely on unpaid work by volunteers in order to operate as a community based sporting club in Victoria. The AHC Board is grateful for the significant contribution that has been provided volunteers past and present which has resulted in the many successes of our Club to date. This policy aims to better recognise the role of volunteers at the AHC and ensure that volunteering is safe, meaningful and rewarding.

Who is affected by this policy

This policy applies to all volunteers of the Altona Hockey Club.

Timing

This policy is effective from 15th August 2017.

In this policy, unless otherwise defined:

Club	Means the Altona Hockey Club Incorporated.
Volunteer	Means someone who performs any unpaid task for or on behalf of the Altona Hockey Club

Volunteering at the AHC

The AHC welcomes volunteers who are interested in the management and/or operations of community sporting clubs. The AHC adopts the following guiding principles in relation to volunteering:

1. Volunteers are donating their time, they are not expected to be financially disadvantaged through volunteering activities at the Club.
2. Volunteer activities will be determined by mutual agreement between the individual and the Club.
3. Volunteers may step down from any assumed volunteer position at any time.

Responsibilities

The AHC will:

1. Provide a safe and inclusive environment for volunteers
2. Identify key individuals to oversee volunteering activities
3. Maintain appropriate insurance to protect its volunteers
4. Agree with individual volunteers the scope of their role and requisite activities.
5. Where appropriate, provide reasonable training and/or supervision to ensure that volunteers have the skills to complete and required tasks
6. Conduct the necessary checks to ensure that volunteers are appropriately qualified to perform a task (note: it is a requirement that all volunteers who work with children at the AHC undertake a working with children check).

Volunteers will:

1. Perform agreed tasks to the best of their ability.
2. Notify if they are unable to complete a task for any reason.
3. Comply with all applicable AHC policies and procedures, in particular the Acceptable Behaviour Policy.
4. Where possible, provide a minimum 2 weeks notice prior to resignation from a volunteer role.
5. If required, complete a working with children check through the Department of Justice.

Reimbursement

The Club does not expect that volunteers will incur personal expenses in the course of carrying out a task. If a particular volunteer activity does incur costs:

1. Where there are planned expenses (i.e. purchase of goods), volunteers must make arrangements in advance to allow payment directly by the Club.
2. Where there are unplanned expenses, the Club will meet the reasonable costs of any unavoidable expenses incurred by a volunteer in the course of performing a given task.

The AHC requires a valid tax invoice/receipt in order to make a reimbursement. Any expenses that are deemed unreasonable or excessive that are incurred by a volunteer in performing a given task may be referred to the AHC Board for review.

**For and on Behalf of its Members.
The Altona Hockey Club Inc. Board**