




Koonung Heights Cricket Club Volunteer Policy		Approval Date:	15/7/24
		Review Date:	14/7/25
		Version No:	2
President:	Sign: <u>Warren T Logan</u> <small>Warren T Logan (Nov 4, 2024 10:34 GMT+11)</small>	Warren Logan	
Vice-President:	Sign: 	Matthew Christensen	


PURPOSE

To ensure that volunteers are well catered for and treated with respect and that volunteer management is in line with legal requirements and Volunteering Australia's principles

POLICY STATEMENTS

1. Koonung Heights Cricket Club (KHCC) values the role of volunteers as essential to the organisation. Volunteers are respected for their skills and talents
2. KHCC aims to maximise volunteers' potentials by creating opportunities to utilise their talents and abilities and supporting them to develop social connections
3. KHCC will clearly specify the work of volunteers through role descriptions to ensure that roles match volunteers' skills, interests and capabilities
4. KHCC will provide induction to volunteers and ongoing support as required
5. The duty of care for the volunteer remains with the Committee of Management
6. KHCC will provide a safe and healthy workplace as far as is practical
7. KHCC will reimburse volunteers for any purchases where receipts can be provided. Volunteers will not be reimbursed for general costs e.g. phone, travel unless approved
8. The KHCC Committee of Management will ensure an appropriate level of insurance cover for volunteers
9. Volunteers will be briefed and provided training on the relevant legislative requirements related to their role e.g. Victorian Information Privacy Act, Working with Children Checks
10. All volunteers must adhere to the policies and Code of Conduct and need to understand that failure to do so may result in disciplinary action or dismissal
11. All volunteers will be subject to a Probationary Period of 3 months to ensure that the role is right for them and that they are suitable for the role



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12. Volunteers have the right to refuse work which is outside their role description

13. Volunteers have the right to leave their role but should give as much notice as possible. The Club Committee can decide to terminate a volunteer position for just cause e.g. gross breach of the Codes of Conduct. Dismissal in other instances will be a last resort after other attempts or approaches have failed.

The Volunteer Policy applies to all volunteers at the Club, long and short-term as well as the Club Committee of Management.