



# South Australian Athletic League Inc. Volunteer Policy

# **SOUTH AUSTRALIA ATHLETIC LEAGUE VOLUNTEER POLICY**

## **INTRODUCTION**

South Australia Athletic League (SAAL) recognises the critical role volunteers play within the Athletics community. Attracting and retaining dedicated volunteers is vital to the continued success of South Australian Athletic League and our events. We are committed to providing volunteers with a challenging and rewarding experience in every instance.

## **DEFINITION**

A Volunteer is an individual who provides service to SAAL on a voluntary basis. They are not an employee or a contractor.

## **SAAL RESPONSIBILITIES TO VOLUNTEERS**

Defining the responsibilities and the relationship between paid staff and volunteers.

Providing an understanding of SAAL expectation and standards for volunteers in accordance with the National Standards for Involving Volunteers in not-for-profit organisation.

Prior to the commencement of their voluntary role a WWCC screening is required for all volunteers working: - with persons under the age of 18 years.

## **KEY POLICY PRINCIPLES**

South Australian Athletic League will:

- (a) interview and engage volunteers in accordance with anti-discrimination, equal opportunity, and other relevant legislation.
- (b) provide volunteers with orientation and training appropriate to their task.
- (c) provide volunteers with a healthy and safe workplace.
- (d) provide appropriate and adequate insurance coverage.
- (e) define volunteer roles and develop clear job descriptions which define the rights and responsibilities of volunteers.
- (f) provide appropriate levels of support and management for volunteers.
- (g) provide volunteers with a copy of all policies pertaining to volunteers.
- (h) provide all volunteers with information on grievance and disciplinary policies and procedures.
- (i) acknowledge the rights of volunteers in accordance with any applicable laws and statutes
- (j) ensure that the work of volunteers complements the work of staff.
- (k) May receive an honorarium or be reimbursed for any out-of-pocket expenses on behalf of the organisation.
- (l) treat volunteers as valuable team members and advise them of the opportunities to participate in organizational planning; and
- (m) Acknowledge the contributions of volunteers.