



VOLUNTEER POLICY

Statement of Commitment to Child Safety:

PURPOSE

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

POLICY STATEMENTS

Riversdale Soccer Club is committed to:

1. Valuing and Respecting Volunteers:

- Recognizing the role of volunteers as essential to the organisation and appreciating their skills and talents.
- Treating volunteers with respect, dignity, and gratitude for their contributions to the club.
- Creating a culture that values and acknowledges the efforts of volunteers.

2. Maximising Volunteer Potential:

- Aiming to maximise volunteers' potentials by creating opportunities for them to utilise their skills, talents, and abilities.
- Providing support and resources to volunteers to enhance their social connections and personal development.

3. Role Descriptions and Matching:

- Clearly specifying the work of volunteers through role descriptions to ensure that roles align with their skills, interests, and capabilities.
- Matching volunteers to appropriate roles to optimise their engagement and satisfaction.

4. Induction and Ongoing Support:

- Providing comprehensive induction programs to familiarise volunteers with the club's policies, procedures, and expectations.
- Offering ongoing support and training to volunteers as required to enhance their effectiveness and confidence.

5. Duty of Care:

- Ensuring that the duty of care for volunteers remains with the Committee of Management.
- Taking responsibility for the safety and well-being of volunteers by providing a safe and healthy workplace environment to the best of the club's ability.



CHILD SAFETY POLICY

6. Reimbursement and Expenses:

- Reimbursing volunteers for any necessary purchases related to their volunteer roles, provided that valid receipts are provided.
- Not reimbursing volunteers for general costs such as phone expenses or travel unless approved by the club.

7. Insurance Coverage:

- Ensuring that an appropriate level of insurance cover is in place to protect volunteers in the event of accidents or incidents while performing their volunteer duties.

8. Legislative Compliance:

- Briefing and providing training to volunteers on relevant legislative requirements related to their roles, such as the Victorian Information Privacy Act and Working with Children Checks.
- Ensuring that volunteers understand and comply with these legislative requirements to maintain a safe and legal environment.

9. Code of Conduct and Policies:

- Requiring all volunteers to adhere to the club's policies and Code of Conduct.
- Emphasising that failure to comply may result in disciplinary action or dismissal.
- Ensuring that volunteers understand the importance of upholding the club's values and standards.

10. Probationary Period and Termination:

- Implementing a probationary period of three months for all new volunteers to assess suitability and ensure alignment with the role.
- Allowing volunteers the right to refuse work that falls outside their role description.
- Granting volunteers the right to leave their role, while requesting that they provide as much notice as possible.
- Reserving the right for the Club Committee to terminate a volunteer position for just cause, such as a gross breach of the Codes of Conduct. Dismissal in other instances will be considered as a last resort after attempts to address issues have failed.

The Volunteer Policy applies to all volunteers at Riversdale Soccer Club, including long-term and short-term volunteers, as well as the Club Committee of Management. By implementing and adhering to this policy, the club aims to create a supportive and rewarding environment for volunteers, enhancing their experience and enabling them to contribute effectively to the club's success.