

# Volunteer Policy

**Policy Number:**

**Policy Date: 23<sup>rd</sup> May 2014**

*This policy should be read and carried out by all staff, contractors, board members and any other members who engage with volunteers.*

## **Purpose of the Policy**

This policy provides guidelines to attract, maintain and retain volunteers.

Athletics Northern Territory acknowledges that volunteers play an integral role in all areas of our sport. The continued growth of our sport and its activities is greatly enhanced by the dedicated people who make up our volunteer base throughout the Northern Territory.

## **Definition - Volunteer**

A person who undertakes a role and works for Athletics Northern Territory without financial payment or reward.

## **Athletics Northern Territory will:-**

- Provide volunteers with access to all relevant policies and procedures relating to volunteers.
- Treat Volunteers with personal dignity and respect, and not be discriminated against in any way.
- Provide the necessary training and orientation so volunteers can perform their role effectively and efficiently.
- Ensure that the work of volunteers compliments the work of the staff.
- Maintain the privacy of their personal information as per the Privacy Act.
- Acknowledge the rights of volunteers in accordance with any applicable statutes, laws and relevant legislation.
- Provide access to an internal grievance process and have complaints dealt with fairly, promptly and confidentially.
- Develop up to date job descriptions clearly identifying their responsibilities and roles and are consulted if these are changed.
- Acknowledge the contributions of volunteers.
- Provide adequate and appropriate insurance cover.
- Treat volunteers as important team members and provide support and management from a staff members.
- Provide a healthy and safe workplace for all volunteers.
- Engage volunteers in roles that match their skills, interests and experiences.
- Reimburse volunteers with agreed and approved expenses incurred on behalf of Athletics Northern Territory.