

# BALLARAT DISTRICT GOLF INCORPORATED

Volunteer Policy		Approval Date: October 2023	
		Review Date: October 2024	Annually
President:	Sign:	Name: David Edwards	
Vice-President:	Sign:	Name: Glenis Keilar	

## 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

- Ballarat District Golf values the role of volunteers as essential to the organisation. Volunteers are respected for their skills and talents.
- Ballarat District Golf aims to maximise volunteers' potentials by creating opportunities to utilise their talents and abilities and supporting them to develop social connections.
- Ballarat District Golf will clearly specify the work of volunteers through role descriptions to ensure that roles match volunteers' skills, interests and capabilities.
- Ballarat District Golf will provide induction to volunteers and ongoing support as required.
- The duty of care for the volunteer remains with the Executive Committee.
- Ballarat District Golf will provide a safe and healthy workplace as far as is practical.
- Ballarat District Golf 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.
- The Executive Committee will ensure an appropriate level of insurance cover for volunteers.
- 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.

- 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.
- All volunteers will be subject to a Probationary Period of three months to ensure that the role is right for them and that they are suitable for the role.
- Volunteers have the right to refuse work which is outside their role description.
- Volunteers have the right to leave their role but should give as much notice as possible.
- The Executive 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, long and short-term as well as the Executive Committee.