



# CROQUET NSW

## VOLUNTEER POLICY

*Effective 27<sup>th</sup> March 2018*

Date	Revision History
17 April 2015	Reformatted Draft
30 April 2017	Updated to reflect current governance structure.
23 February 2018	Addition of Review period and date

<b>Review Period</b>
Every 3 years
<b>Review Date</b>
2020

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## 1 Introduction

Croquet NSW relies heavily on the unpaid work of volunteers and values their contribution highly.

## 2 Purpose

Volunteers give their time and expertise in a variety of roles and this policy is intended to ensure that volunteers have work that is safe, significant, fulfilling, and appreciated.

## 3 Policy

All volunteers shall be treated with respect and gratitude for their contribution.

This policy covers volunteers who are engaged by CNSW and volunteers shall be engaged at the discretion of the CNSW Board.

Volunteers shall carry out duties assigned under the CNSW Policies and/or by the CNSW Board.

All volunteers shall, as far as possible,

- be protected from harm;
- be relieved of liability for acts performed in the discharge of their volunteer functions;
- be reimbursed at a reasonable and agreed level for expenses incurred on behalf of CNSW.

## 4 Responsibilities

It is the responsibility of the CNSW Board and its delegated Officers to appoint Volunteers to undertake a range of work on behalf of CNSW. The CNSW Board shall support and monitor the work of volunteers and shall ensure that each volunteer is trained and capable of fulfilling their functions adequately. The CNSW Board will encourage feedback from volunteers and will enable appointed officers, to report to the Board quarterly.

## 5 Procedures

### 5.1 Recruitment

All volunteers are subject to the screening, approval, and probationary procedures as appropriate eg persons working with children will meet “Working With Children’ mandatory checks and requirements.

Recruitment of volunteers shall also take into account Croquet NSW’s commitment to cultural diversity. This commitment will be given effect when an Access and Equity Policy is developed.

### 5.2 Induction

All volunteers shall be offered appropriate information and training if needed, to discharge their functions.



## 5.3 Supervision

All volunteers shall receive appropriate support and review in the exercise of their functions.

## 5.4 Reimbursement

All volunteers shall be reimbursed for all approved expenditure incurred in the exercise of their functions, as set out in Croquet NSW's Schedule of Fees and Reimbursables.

## 5.5 Dispute resolution

All volunteers shall be entitled to utilise the ACA (Croquet Australia) Member Protection Policy should a dispute arise.

## 5.6 Supervision

All volunteers shall receive appropriate supervision in the exercise of their functions.

## 6 Volunteers at Affiliated Croquet Clubs

The intent of this policy covers volunteers who are engaged by affiliated Croquet Clubs.

## 7 Related Documents

- Access & Equity Policy- to be developed
- CNSW Schedule of Fees and Reimbursables
- CNSW Constitution
- ACA Member Protection Policy

END