

 Wodonga Heart Football Club Inc Volunteer Policy	Approval Date:	
	Review Date:	
	Version No:	
President:	Sign:	Name
Vice-President:	Sign:	Name

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

- All Wodonga Heart Football Club volunteers (over the age of 18) are required to provide the Club with a current valid Working With Children Check.
- Wodonga Heart Football Club values the role of volunteers as essential to the organisation. Volunteers are respected for their skills and talents
- Wodonga Heart Football Club aims to maximise volunteers' potentials by creating opportunities to utilise their talents and abilities and supporting them to develop social connections
- Wodonga Heart Football Club will endeavour to specify the work of volunteers through role descriptions to ensure that roles match volunteers' skills, interests and capabilities
- Wodonga Heart Football Club will provide a safe and healthy workplace as far as is practical
- Wodonga Heart Football Club 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
- 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
- Volunteers have the right to leave their role but should give as much notice as possible. The Club 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 at the Club, long and short-term as well as the Club Committee of Management.