



# VHP CRICKET CLUB

# VOLUNTEER MANAGEMENT POLICY

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## Purpose

This Volunteer Management Policy intends to ensure best practice management of volunteers involved with the Vishva Hindu Parishad Cricket Club (VHP Cricket Club). The policy aims to clearly define the relationship between the VHP Cricket Club and volunteers by setting out expectations and of the association and outlining the rights and responsibilities of volunteers.

## Scope

This policy applies to all volunteers involved in activities and events organised by the VHP CRICKET CLUB.

## Definitions

**Children** are people under the age of 18 years.

**Reimbursement** is a payment made to a volunteer for a pre-approved expenses incurred during the course of their activities with the VHP Cricket Club.

A **volunteer** is an individual who agrees to undertake activities to benefit the VHP CRICKET CLUB, offering their time of their own free will for no financial reward.

**Vulnerable people** may be at risk of abuse or exploitation due to their dependency on others. This may include children, people with a disability, the frail, aged and people from non-English speaking backgrounds.

## Policy Statement

The VHP CRICKET CLUB values and encourages the involvement of volunteers in VHP Cricket Club at local, zone, state and national levels. The VHP CRICKET CLUB recognises the benefit that volunteers bring to the organisation and that we benefit significantly from their contribution. Furthermore, it acknowledges the diversity of ages, gender, backgrounds, ethnicity, members and non-members contributes to the cultural value and broader input into the association.

## Application of the Policy

### Protection

Volunteers will receive the same legal protection as all members of the association, in terms of Work Health Safety (WHS), equal employment opportunities and privacy.

Volunteers are covered by the same provisions and protections outlined in the VHP Cricket Club Member Protection Policy which covers the VHP CRICKET CLUB.

### Volunteer

The VHP CRICKET CLUB is a club created for members of the Vishva Hindu Parishad of Australia Inc. and its volunteers. All VHP Cricket Club members are members of VHP but not all members of VHP may be a member of VHP Cricket Club.

### Induction and Training

It is recognised that inductions help members and volunteers:

- Feel welcomed and valued
- Understand the VHP CRICKET CLUB
- Understand their role and what is expected of them

It is recognised that inductions help the VHP CRICKET CLUB:

- Reduce risk
- Demonstrate professionalism in its approach to volunteering
- Provide a safe environment for volunteers
- Support volunteers

Volunteers will be placed in roles and activities that match their skills, interests, knowledge and experience.

Volunteers can expect their duties to be clearly outlined, as well as details of responsibilities, time commitment and working environment. They will be provided with an induction and an orientation of any relevant rules and regulations, including safety requirements.

Volunteers will be provided with any Personal Protective Equipment (PPE) necessary to undertake their activities.

When inducting new volunteers, the VHP CRICKET CLUB:

- Ensures that our existing volunteers and key people know that a new volunteer is starting prior to the arrival
- Gives the volunteer a personal welcome
- Ensures that the new volunteer is aware of their rights and responsibilities
- Asks someone from the association to introduce the volunteer to other key members
- Gives guided tours of clubrooms and/or facilities
- Discusses how to access facilities and/or equipment
- Issues keys if appropriate
- Provides the new volunteer with relevant merchandise
- Staggers the induction so that new volunteers are not overloaded with too much information at once

### **Criminal History Assessment**

As for all members of the VHP CRICKET CLUB, all volunteers must comply with the assessment procedures outlined in the association's Child Protection Policy. This includes the requirement to undertake a DHS Child Protection screening assessment prior to working with children.

### **Conflicts of Interest**

No person who has a conflict of interest with any activity or program of the VHP CRICKET CLUB, whether personal, philosophical or financial, shall serve as a volunteer with the association. If a potential conflict of interest does arise, volunteers must declare their interest.

### **Finances**

Where appropriate, reimbursement may be provided to cover out-of-pocket expenses incurred by volunteers.

## **Rights of Volunteers**

Every volunteer for the VHP CRICKET CLUB has the right to:

- Be treated fairly and respectfully, and be valued as an important member of the association
- Receive ongoing support and direction from a nominated supervisor and/or committee member(s)
- Work in a safe environment
- Have complaints or grievances heard in accordance with the association's policies and procedures
- Be able to withdraw from work if it is not suitable or is placing excessive demands on the volunteer

## **Responsibilities of Volunteers**

The VHP CRICKET CLUB defines the following as responsibilities of volunteers:

- To become familiar with the association's rules and safety regulations
- To respect and maintain confidential information
- To participate in training and development as determined by the committee of the association
- To perform responsibilities as defined
- To inform their nominated supervisor if they are unable to attend their volunteer role at any time
- To attend to their duties punctually and perform tasks appropriately
- To work in a safe manner and not put others at risk

Every volunteer has a duty of care to ensure that they are operating in a safe manner and to report any potential risks, hazards or dangers they identify during their time working at the VHP CRICKET CLUB. These matters can be reported to any member of the association's committee.

## **Dismissing Volunteers**

Volunteers who do not adhere to the rules and procedures of the VHP CRICKET CLUB or who fail to satisfactorily perform their role are subject to dismissal. No volunteer will be dismissed until they have had an opportunity to discuss the reasons for possible dismissal with the association's committee.

Possible grounds for dismissal may include, but are not limited to, the following:

- Gross misconduct
- Being under the influence of alcohol or drugs
- Theft of property
- Abuse or mistreatment of members and/or other volunteers
- Failure to abide by the association's policies and procedures
- Failure to satisfactorily perform assigned duties

## **Volunteer Recognition**

The VHP CRICKET CLUB relies on continual support from volunteers to ensure its success on and off the field. It is therefore imperative that we recognise the efforts of our volunteers and acknowledge their input, which is ultimately the underlying foundation of each and every community club.

Volunteers will be identified in our ongoing emails, website and social media communications. At regular training sessions, lecture nights and other events, volunteers will be identified and acclaimed in public for actively providing exceptional service to the VHP CRICKET CLUB.

A simple 'thank you' will be part of the VHP CRICKET CLUB's culture towards all volunteers.

## **Review**

This policy shall be reviewed every two (2) years.

## **Access to this Policy**

This policy is accessible at the VHP CRICKET CLUB's website.

## Appendix A: Volunteer Induction Sheet

*Tick all items when complete*

### Role Description/Volunteer Details

- Role description provided
- Volunteer's name and address
- Contact telephone number
- Emergency contact details

### Club Policies and Procedures

- Codes of conduct
- Anti-doping
- Match fixing
- Behaviour management
- Supervision
- Confidentiality, privacy and complaints

### Equipment

- Equipment location/storage, names and correct use
- Training, education, supervision and support
- Maintenance

### Health, Safety and Welfare/Duty of Care

- First aid policies and procedures
- Location of first aid kit/local hospital
- Emergency management and evacuation

### Criminal History Screening Check

- Volunteer screening check produced/applied for
- Working with children/child protection
- Reference check (if required)

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### Induction Completed by

Name:

Signature:

Date:

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### Volunteer Inducted

Name:

Signature:

Date:

## Appendix B: Committee Member Induction Sheet

*Tick all items when complete*

### Role Description

- Role description provided
- New member's contact details
- Committee contact information

### 'Play by the Rules' Training Videos

- Introduction: <https://bit.ly/2WdNL55>
- Parents/Spectators: <https://bit.ly/2HtUqF7>
- Racism: <https://bit.ly/2T47aUe>
- Social Media: <https://bit.ly/2MuSQ4Q>

More information, videos and free online courses are available at: <https://www.playbytherules.net.au/>

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### Induction Completed by

Name:

Signature:

Date:

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### Committee Member Inducted

Name:

Signature:

Date: