

VOLUNTEER MANAGEMENT POLICY

1. Purpose

To provide a comprehensive policy and procedures in relation to all aspects of volunteering management, including recruitment, training, supervision, personal protection equipment, record keeping and recognition.

2. Scope

This policy applies to all Dinah Beach Cruising Yacht Association (DBCYA) Management Committee members, employees and members engaging in regular or occasional volunteer work for DBCYA.

3. Policy Statement

DBCYA Management acknowledges the club's historical growth through the integral input of volunteers and recognises the need for this volunteer support to continue through effective contemporary volunteer management strategies and rewarding experiences.

4. Volunteer Managers and their Responsibilities

4.1 General Manager (GM) responsible for:

- developing and maintaining volunteer management policy, operational procedures;
- ensuring the provision of safety equipment and volunteer resources;
- secure and confidential storage of volunteers' personal information;
- volunteer management for social events in conjunction with the Rear Commodore; and
- operational, administration and ad hoc volunteer management either directly or in collaboration with any duly appointed Management Committee member.

4.2 Commodore responsible for:

- Management Committee volunteer management in line with the DBCYA Constitution.

4.3 Vice Commodore responsible for:

- Race event volunteer management – Wet Season Race Series, Spice Islands Darwin Ambon Yacht Race, Tiwi Islands Yacht Race and other race calendar inclusions as they arise. The Vice Commodore may also delegate volunteer management duties to individual Race Sub-Committee members.

4.4 Duly Appointed Individual Committee Members responsible for:

- Operational and ad-hoc volunteer management directly or in collaboration with the GM.

4.5 Volunteers responsible for:

- Reliably performing their assigned tasks to the best of their ability;
- Conducting themselves in an appropriate manner that reflects positively on the club;
- Being aware of their rights and responsibilities as defined in the relevant club policies;
- Reporting anything which may be a safety risk to the Volunteer Manager or GM;
- Advising the Volunteer Manager of any pre-existing conditions which may be affected by

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- performing the assigned task; and
- Sharing ideas and suggestions for improvement.

5. Volunteer Management functions

5.1 Recruitment

- DBCYA GM or duly appointed Management Committee member will assess where volunteers are required and aim to find the most suitable volunteer/s for the particular role. Where appropriate (eg for a skilled role such as Race Officer) an interview may be held to ascertain volunteer suitability.
- Volunteer opportunity advertising will be via email, SMS, written notices, word of mouth and any other form of communication deemed appropriate.
- Screening is not deemed necessary except for the executive management committee positions where a police check is required. DBCYA does not provide courses, races or similar activities for children under the age of 18.

5.2 Induction

- Induction helps to familiarise volunteers with the DBCYA facilities and services offered and the policies and procedures that form the guidelines of the club.
- All volunteers are required to be provided with and act in accordance with, the DBCYA Code of Conduct, the DBCYA Volunteer Management Policy and any other written policies or procedures relevant to their volunteer position.

5.3 Training

- Training provides volunteers the opportunity to gain new skills and knowledge.
- DBCYA encourages volunteers to expand their personal and professional skills, identifying training opportunities available where possible.
- Specific training for volunteers will be provided where appropriate and financially feasible.

5.4 Supervision / Monitoring

- All volunteers must receive a good level of guidance, consultation, assistance and effective management to ensure they are not putting themselves or others at risk, are completing the required tasks satisfactorily and feel connected with the project or event.
- DBCYA is both ethically and legally responsible to prevent discrimination, harassment and abuse occurring at the club and during club activities. Volunteers must abide by the Club code of conduct and in turn enjoy the protections afforded.

5.5 Personal Protection Equipment

- DBCYA will provide safety gear including gloves, sunscreen and drinking water.
- Volunteers are expected to provide their own hats, closed-in shoes and sensible clothing, including long sleeve shirts and pants if working outdoors and any additional safety equipment for any existing conditions eg Ventalin.

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c) In certain circumstances a club polo shirt will be provided.

5.6 Record Keeping

DBCYA will, as relevant, collect and maintain in confidence the following volunteer information:

- a) Volunteer information form (fixed volunteers – see 6. below)
- b) Results of police checks
- c) Records of attendance and training, or existing qualifications or licenses
- d) Records of incidents and accidents
- e) Payments and expense reimbursements

5.7 Recognition

DBCYA highly values the efforts of its volunteer base to grow and develop the club and recognises the importance of rewarding and motivating their volunteer base to encourage further inclusion and involvement.

Volunteers are recognised at all opportunities in print (club newsletters, race book etc) and in person (events and activities). DBCYA provides free BBQs in some circumstances where practical.

6 DBCYA Volunteer Roles

- Racing events – race officers, course planning, support vessel, videography, photography
- Social Events – event planning, site preparation and pack down, volunteering at event
- Managerial (committee)
- Operational – skilled advice and services, club repairs & maintenance, club development
- Administrative (eg archivist)
- Ad hoc – working bees, BBQ fundraisers

7 Fixed Volunteer Roles at DBCYA (excluding Management Committee positions)

- Race Officer of the Day – start trailer
- Support Race Officials – start trailer
- Club Archivist
- Seconded sub-committee persons (other than Management Committee persons)
- Any other roles as determined by the Management Committee as they see fit

Persons occupying Fixed Volunteer Roles on an ongoing basis are required to complete a DBCYA Volunteer Information Form detailing their contact information, relevant experience and skills, emergency contact information, availability, areas of volunteer interest and any potential conflicts of interest.

The Management Committee may as they see fit coordinate a periodic evaluation on any person holding a Fixed Volunteer role, including the following components:

- Asking how the volunteer thinks they are performing and how they are enjoying their work

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- Requesting feedback regarding workload expectations, work systems or volunteer management concerns.
- Providing feedback on the volunteer’s performance, keeping comments positive, however clearly stating any concerns and how the volunteer is expected to improve any areas of performance. Any assistance needed by the volunteer to improve his/her performance will be provided where possible. Where poor performance is indicated, a review date is to be scheduled for re-evaluation purposes. If improvement is deemed insufficient at that meeting, the Volunteer Manager may dismiss the volunteer from their duties.

8 Work Health and Safety

- All volunteers have the same protections and responsibilities as workers under the NT Work Health and Safety Act, including the right to be safe whilst carrying out their volunteer duties
- DBCYA volunteer managers are required to ensure, so far as is reasonably practical, the physical and mental health and safety of its volunteers, including discussions regarding potential hazards.
- All volunteers are required to take reasonable care to ensure their own health and safety and that they don’t affect the health and safety of others, including ensuring tasks are conducted in a safe manner and in accordance with instructions and safety directions provided by the Volunteer Manager, GM, DBCYA Management Committee or staff.

9 Volunteer Misconduct

Misconduct includes breaches of DBCYA’s policies and procedures that warrant instant dismissal of a volunteer. The relevant Volunteer Manager has the authority to exercise this dismissal.

Examples of misconduct include:

- Theft of property or funds from DBCYA or a DBCYA member
- Wilful damage of property
- Intoxication through alcohol or other substances whilst performing volunteer duties
- The disclosure of confidential information regarding the club or its members to any other party without prior permission
- Falsification of any of DBCYA records for personal gain or on behalf of another person

A dismissed volunteer who wishes to appeal their dismissal can write to the Management Committee within 14 days to request a review in accordance with Clause 36B of the DBCYA Constitution. Following the review, the Management Committee’s decision will be final.

10 Use of Personal Vehicles for Club Volunteer Activity

- All volunteers using their own vehicle for club purposes (including towing a club trailer) are required to provide a copy of their driver’s license prior to travel.

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- b) All vehicles used must have current registration and third-party motor vehicle insurance as a minimum, although comprehensive insurance is recommended as DBCYA accepts no liability for costs arising from damage incurred to the volunteer's vehicle in the course of their volunteer duties.
- c) Volunteers may claim mileage expenses upon provision of a completed log book. Reimbursement will be at the relevant mileage rate determined by the ATO.
- d) Any anticipated travel over 50km in one trip must be authorised by the Volunteer Manager prior to travel.
- e) Any vehicle accidents incurred whilst undertaking volunteer activity must be reported as soon as possible to the DBCYA GM, once the relevant ambulance or police authorities have been notified.

11 Volunteer Personal Accident Insurance

- a) DBCYA has comprehensive volunteer insurance to protect volunteers in case of accident or injury while undertaking volunteer duties.
- b) Volunteers are required to report any incidents or accidents to their Volunteer Manager or the GM. An incident report is to be completed in all instances by the Volunteer Manager in conjunction with the volunteer.

12 Confidentiality

- a) All volunteers have a right to have their confidential and personal information dealt with in accordance with the principles of the National Privacy Act 1988.
- b) Volunteers are responsible for maintaining the confidentiality of all proprietary or privileged information to which they are exposed while serving as a volunteer, whether this information involves staff, volunteers, members or other DBCYA business.

It is noted that a DBCYA Management Committee member could at a future stage be appointed as a Volunteer Coordinator and at such time this policy will require review to reflect any reallocation of roles and responsibilities.

Signed:

DBCYA Commodore: _____

Name: Joy Eggenhuizen

Dated: ___30___/___01___/___2020___

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