



VOLUNTEER MANAGEMENT POLICY

Power House & St Kilda Hockey Club (PHSTK) relies heavily on the unpaid work of volunteers and values their contribution highly.

Purpose

This policy is intended to ensure that volunteers working at PHSTK have work that is safe, significant, fulfilling, and appreciated.

Policy

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

Volunteers shall carry out duties assigned by the members of the Executive or sectional committees of PHSTK.

Responsibilities

It is the responsibility of the Committee of PHSTK to appoint a Volunteer Coordinator.

The Volunteer Coordinator shall be responsible for organising the recruitment, training, and supervision of volunteers. The Volunteer Coordinator shall report to the Committee.

The Volunteer Coordinator shall monitor the work of the volunteers.

The appointed supervisor shall ensure that each volunteer is trained and capable of fulfilling their functions adequately.

The Volunteer coordinator shall report to the Committee regularly on the PHSTK volunteer program.

Procedures

a) Recruitment

All volunteers are subject to any screening procedures set out in the appropriate section of PHSTK's member protection and other policies.

Recruitment of volunteers shall also take into account PHSTK's commitment to diversity.

b) Induction

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

c) Supervision

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

d) Reimbursement

All volunteers shall be reimbursed for all pre-approved expenditure incurred in the exercise of their functions. Details of expenses and if possible receipts should be sent to the Treasurer of PHSTK treasurer@phskhockey.org.au.