



Golden Grove Football Club

Volunteer Policy

1. PURPOSE

This Policy outlines our commitment to ensuring a safe and enjoyable environment for our volunteers at all times. It represents our Club's commitment to its members, volunteers and visitors, acknowledging the role that sporting clubs and associations play in building strong, healthy and safe communities.

This Policy will allow our Club to:

- Have information readily available to support volunteers undertaking formal or informal roles and ensure volunteers understand their responsibilities and expectations;
- Facilitate a safe, structured environment, that minimises the loss of knowledge and expertise with changeover of volunteers; and
- Recognise the contribution that volunteers make.

2. RATIONALE

Golden Grove Football Club recognises that volunteers are the backbone of community organisations and are integral to the running of our Club. We recognise and appreciate that those who volunteer are giving their time to contribute to the success of our Club, and acknowledge the benefits of volunteering include:

- Enhanced community involvement and parent participation
- Providing a safer environment for children, young people and players alike
- Make a positive difference for all involved at the Club
- A chance to learn new skills
- A sense of purpose that can enhance feelings of belonging and happiness

To guide, support and recognise our volunteers, **Golden Grove Football Club ("Club")** has an ongoing commitment to:

- Provide and maintain so far as is reasonably practical:
 - A safe working environment;
 - Safe systems of work;
 - Appropriate personal protective equipment (PPE); and
 - Plant and substances in safe working order.



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- Provide information (including access to Policies and procedures), instruction, training and supervision to ensure volunteers have the knowledge to undertake the activities they volunteered for;
- Manage confidential and personal volunteer information in accordance with the principles of the Privacy Act 1988;
- Reimburse volunteers for any out of pocket expenses incurred;
- Maintain records of volunteer service and roles; and
- Recognise volunteers for their contribution.

3. GENERAL PRINCIPLES

The following Policy shall apply to all volunteers volunteering in any capacity for the Club, and includes (although not limited to) volunteers who are current/former players, parents or relatives of current/former players, supporters, community members or volunteers from third parties:

- Ensure volunteers comply with and provide a copy of any required clearances or accreditations (e.g. DCSI Working with Children clearance, Police Clearance, Responsible Service of Alcohol, Level 1 Coaching etc.), and notify the Club Secretary of any change in circumstances that may affect their eligibility to be a volunteer.
- Ensure that any confidential or personal information learned through their role is dealt with in accordance with the Privacy Act 1988.
- Behave in a manner that represents the values of the Club and will not have an adverse effect on the reputation of the Club, bring the Club into disrepute or require legal action.
- Ensure that all activities carried out within the Club and under the name of the Club are legal.
- Ensure that they do not endanger any other person through any act or omission and comply with relevant Club policies (as available on the GGFC website).

Our Club recognises that recognition of volunteer effort is an important part of volunteer management. To show appreciation for those that have volunteered on a Committee or Sub-Committee, as a Coach or Team Manager, a Volunteer Appreciation Night will be held. In addition, complimentary Social Membership will be provided for the year in which they volunteer.

Unpaid Coaches, Team Managers and Committee members will be offered a complementary GGFC polo top in their first, fourth, seventh and tenth years of service to the Club (or alternatively when there is a change in apparel design).

For those volunteers that complete **10 years** of service, the volunteer is eligible to be nominated for Life Membership of the Golden Grove Football Club, which, after recommendation by the Life Membership Sub-Committee, will be voted on at the next Annual General Meeting. With the acceptance of life membership, the volunteer will have their name added to the Life Members Honour Board in the Clubrooms, receive a specially-designed badge, and also be entitled to Social Membership for life.



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Upon reaching **25 years** of service to the Club, volunteers will receive a commemorative plaque celebrating this significant achievement.

The Club acknowledges the importance of succession planning, which allows for a smooth transition between outgoing volunteers or Committee members and new volunteers, and enables the effective transfer of knowledge and expertise prior to departure. To facilitate this and build a long-term and sustainable future, the Club will:

- Create and maintain position descriptions for key roles, to ensure it is understood what is required and expected in each of the roles. These roles will be identified by the Executive Committee and align with the future vision of the Club set out in the Strategic Plan.
- Document key responsibilities, work instructions and processes for identified roles (as determined by the Executive Committee), to aid in a consistent approach and facilitate a successful handover.
- Identify potential leaders with the Club who are prepared to learn and take on leadership positions or key volunteer roles.
- Where possible, facilitate a handover period between outgoing and incoming incumbents, where the outgoing incumbent will be available to provide a mentor role to the new incumbent and allow a supportive environment as part of the transition.

4. PROMOTING THIS POLICY

Our Club will promote this Policy by:

- making it available on the GGFC website; and
- sharing it with new and returning Club volunteers.

5. NON-COMPLIANCE

All Club Committee members will uphold this Policy and any non-compliance will be handled according to the following process:

- Club members and/or guests should notify the Committee of any breaches of this Policy.
- The Committee will investigate any potential non-compliance, and take any reasonable action to remedy, including education and awareness as appropriate.
- Continued non-compliance with the Policy should be handled by at least two Committee members who will use their discretion as to the action taken, which may include asking the person/people to leave the Club facilities or function if they are putting either their own safety, or the safety of others, at risk.

6. POLICY REVIEW

This Policy will be reviewed annually to ensure it remains relevant to Club operations and reflects both community expectations and legal requirements.



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Approval Date	August 2022
Review Date	August 2024
Responsible Officer	Club Secretary