

# Onkaparinga Tennis Club Incorporated

## *Policy: Volunteer*

**Produced and Approved by Management Committee: November, 2010**

**For Review: November, 2012**

---

### **Policy Statement**

Onkaparinga Tennis Club Inc. recognises the formal role of volunteers and the valuable contribution they make and have made over many years to the Club.

All positions within the Onkaparinga Tennis Club are voluntary and provide invaluable support to members of the management committee and the Junior, Senior, Midweek and Night Tennis competitions.

Onkaparinga Tennis Club sees Volunteers as a link between the Club and the community. The volunteers are accessed from all sections of the community and despite a multitude of reasons for their involvement, all share a desire to contribute to maintaining the courts and facilities at Balhannah to provide a safe playing surface and environment for the enjoyment of tennis by all members.

Onkaparinga Tennis Club acknowledges that a functioning Club of volunteers is based on reciprocity of need. In voluntary work there is a mutual benefit both for the organization, the community and for the person who is providing the volunteer work.

### **Aims & Principles**

- Onkaparinga Tennis Club acknowledges responsibility to ensure that on commencement all parties are aware of their legal obligations under the Volunteer Protection Act 2001, Member Protection Policy and Tennis Australia Codes of Conduct.
- Ensure that the Volunteer Program adheres to the principles of volunteering

Volunteer Principles from Volunteering SA:

- Volunteering is always a matter of choice.
- Volunteering is a vehicle for individuals or groups to address human, environmental and social needs.
- Volunteering is an activity performed in the not for profit sector only.
- Volunteers do not replace paid workers nor constitute a threat to the job security of paid workers.
- Volunteering respects the rights, dignity and culture of others.
- Volunteering promotes human rights and equality.

### **Definitions - Volunteering**

Volunteering is an activity whereby individuals choose to willingly work without an expectation of remuneration from the organization with whom they volunteer to provide a service with a community focus. Volunteer work extends beyond one's basic obligations and can represent an important expression of social responsibility.

## **Expected Outcomes**

- Prior to any volunteer commencing work they will receive adequate orientation including OHS&W, Quality and Rights and Responsibilities of Volunteers.
- Volunteers who work with children are required to obtain a National Police Clearance.
- A safe environment is provided and maintained within the volunteers' area of work.
- Compliance with the provisions of the Volunteers Protection Act 2001.

## **Performance Indicators**

- Number of volunteers who have completed the Club Orientation.
- Number of volunteers who state satisfaction with their workload.

## **Risks**

Non compliance with this Policy could expose the Onkaparinga Tennis Club and volunteers to an identified risk.

Non Compliance with the Volunteers Protection Act 2001.

Non Compliance with Codes of Conduct and Member Protection Policy.

## **Responsibilities**

President as Responsible Officer (or delegate) has the ultimate responsibility for compliance with OHS&W Act and compliance with volunteering in the Onkaparinga Tennis Club.

The Management committee is responsible for evaluating the effectiveness of the system and the above stated Policy.

OHS&W delegate is responsible for auditing compliance with the Policy and reporting results to the Management Committee.

The Committee is responsible for implementing and monitoring volunteers, compliance with the system. Individual committee members with designated roles are responsible for supervision, training and support.

All volunteers are responsible for being aware of and working within the framework of this policy.

## **Implementation**

The Policy will be implemented through the Management Committee. Implementation will include:

- Documenting and implementing any changes to legislation.
- Monitoring of compliance and performance indicators.

## **Review**

Evaluation of the Policy will occur via the Management Committee. The Policy will be due for formal review by the Management Committee every 2 years.

## **References/Related documents**

- Volunteer Principles <http://www.volunteeringsa.org.au/>
- Volunteers Protection Act 2001
- Onkaparinga Tennis Club Volunteers Orientation Checklist