
North Murray Diamond Sports Association Inc.

VOLUNTEER MANAGEMENT GUIDELINES

Purpose

This document provides guidelines to North Murray Diamond Sports' committee and members in relation to the management of the club's volunteers.

Volunteer management philosophy

The achievement of the goals of North Murray Diamond Sports is best served by the active participation of members of the community. To this end, the organisation accepts and encourages the involvement of volunteers at all levels of the organisation and within all appropriate programs and activities.

Who is eligible to volunteer?

As well as accepting volunteers from amongst the club members and the wider community, the organisation also accepts volunteers who are participating in student community service activities, student work experience projects, corporate volunteer programs and other volunteer referral programs.

Volunteer rights and responsibilities

North Murray Diamond Sports views volunteers as a valuable resource. Volunteers have the right to be treated with respect, the right to effective support from the club's members and committee, the right to full involvement and participation, and the right to recognition for work done. In return, volunteers agree to perform their duties actively to the best of their abilities and to remain loyal to the goals and procedures of North Murray Diamond Sports.

Working With Children Check

All volunteers will need to abide by the requirements of the Working With Children Check (WWC Check). The WWC Check is a comprehensive criminal record check for certain people working with children in Western Australia.

The Volunteer Coordinator is responsible for ensuring that volunteers who are required to undertake the WWC Check have fulfilled their obligations by sighting the WWC Check card and recording the relevant details in the volunteer database.

All North Murray Diamond Sports' coaches, assistant coaches, team managers and umpires will be required to sign a Prohibited Person's declaration. The Volunteer Coordinator is responsible for ensuring that volunteers who are required to sign the Prohibited Person's Declaration have fulfilled their obligations by sighting the signed declarations and then recording the details in the volunteer database. Signed declarations should be passed onto the club's secretary for filing.

Record keeping

A database listing the contact details of each volunteer will be maintained by North Murray Diamond Sports. As well as the volunteer's name, role, address and contact details, the information may include other things such as dates of service, positions held, duties performed, evaluation of work, Working With Children Check details and awards received.



Training and accreditation

Additional training and educational opportunities should be made available to volunteers during their association with the organisation. Volunteers therefore, need to be encouraged to improve their levels of skill. This education may include additional information on their current role as well as more general information. This might be provided by either the organisation or by assisting the volunteer to participate in educational programs provided by other groups. Volunteers are encouraged to attend conferences and meetings that are relevant to their volunteer roles.

North Murray Diamond Sports will pay the cost for volunteers to attend coaching, umpiring or scoring clinics that are provided by our affiliated bodies (eg TBAWA, Baseball WA, Softball WA). Attending one of these training sessions is considered highly desirable to any volunteer who will be coaching, umpiring or scoring.

The members of North Murray Diamond Sports are encouraged to attend seminars or relevant training sessions that will assist them in their volunteer role. A volunteer who wishes to attend a training course should initially discuss it with the Volunteer Coordinator. If the course is deemed by the Volunteer Coordinator to be worthwhile and appropriate, they will approach the committee who will decide if the club will pay for the volunteer to attend the training course or if the volunteer will need to pay for the cost themselves.

Rewarding Volunteers

At the end of each season, the Volunteer Coordinator is to arrange for a Certificate of Appreciation to be completed for the each of the team's volunteers. This is to apply to all our Diamond Sports and can include volunteers such as coaches, assistant coaches, umpires, scorers and managers. The certificates are to be presented at the end of season trophy presentation windup.

There is also an opportunity for longer term volunteers to be granted life membership as detailed in North Murray Diamond Sports's constitution.

Dismissing volunteers

Volunteers who do not adhere to the rules and procedures of North Murray Diamond Sports or who fail to satisfactorily perform their volunteer assignments, are subject to dismissal. Possible grounds for dismissal may include, but are not limited to, the following: gross misconduct or insubordination; being under the influence of alcohol or drugs; theft of property or misuse of organisational equipment or materials; abuse or mistreatment of members or players; failure to abide by policies and procedures; and failure to satisfactorily perform assigned duties.

The club's executive committee will need to agree that this is the course of action that needs to be taken. No volunteer will be dismissed until the volunteer has had an opportunity to discuss the reasons for possible dismissal with the committee when the volunteer will have the right to lodge an appeal against such a decision.

Responsibility

The Volunteer Coordinator will be responsible for the maintenance and updating of these guidelines in consultation with the club's committee.

Last Updated

By Connie Keating on 27 March 2008.

