



# YORKE PENINSULA DIRT KART CLUB Inc.

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Authorised By:	YPDKC Inc Committee	Date Last Adopted:	4 <sup>th</sup> July 2019

## VOLUNTEERS POLICY

YP Dirt Kart Club Inc acknowledges that volunteering can be challenging but has a rewarding element in dirt kart racing.

That the club must have appropriate number of experienced volunteers for present and the future race meets, ensuring the volunteers keep abreast to future developments and changes and ensure the club are in a position to hold race meets at a suitable standards.

The implementation of this plan should be reviewed annually and tabled at the first Committee meeting of the season, which a report presented to each Committee meeting on progress and improvements implemented.

Being a volunteer gives people the social interaction for mental well-being, the opportunity to make friends, support family interests, to be active and valued, to learn new skills, to gain qualifications and experience which could be taken to a national level.

The club acknowledges the general principles of volunteering include:

- Volunteering benefits the community, in particular the YP Dirt Kart Club Inc and also the volunteer
- Volunteering generally has no financial gain
- Volunteering is always a matter of choice
- Volunteering is a legitimate way in which individuals can participate in the activities of their choice
- Volunteering is a vehicle for individuals or groups to address human, environmental and social needs
- Volunteering respects the rights, dignity and culture of others and promotes human rights and equality

The club recognises that good volunteer management involves:

- recruitment, selection and screening
- induction and training
- mentoring and monitoring
- rewards and recognition

## **Recruitment, Selection and Screening of Volunteers**

Volunteers are rare and hard to find, but they must be screened to ensure that recruited volunteers are:

- of suitable character and history
- have the personal skills to carry out the role required of them.
- have suitable experience, licences and qualifications
- available on race meet days.

The club recognises the importance of assessing the skills, experience and availability of potential volunteers, or their commitment to gathering the necessary skills and experience, to match them to the needs of the club.

The screening process will act as a deterrent to some applicants who pose a risk to the club. The screening process should begin with consideration of what duties volunteers will be asked to perform, and the level of trust required to perform them satisfactorily. The degree of risk and the trust required of volunteers will determine what level of screening should be used to adequately assess the suitability for the role.

## **Induction and Training**

The club understands the importance of induction of all volunteers. All volunteers will be:

- provided with appropriate orientation
- introduction to key persons and outline of responsibilities
- provided with the location of the:
  - Constitution and Regulations, including (*current at time of printing*)
    - Code of Conduct,
    - Member Protection Policy and Procedures,
    - Police Check Policy
    - Communication Policy
    - Alcohol Policy
    - Weather Policy
  - Contact names and details for committee and financial members
- outline support person, grievance and complaints process
- added to the emails for all communication from the club to ensure they are kept informed of club developments at all times.
- obtain an understanding of future interests, requirements including training of volunteer

## **Volunteer Management**

The club understands the importance of effectively managing its volunteers. Successful volunteer management ensures that voluntary tasks are equitably distributed among volunteers. The role of managing volunteers will be shared between the President and Volunteers Officer; both will be available to volunteers at all times.

## **Volunteer Rights**

Unlike paid staff, volunteers are not covered by award conditions or work place agreements. Volunteers, however, do have rights, some of which are enshrined in legislation and some of which are the moral obligations of a club involving volunteers. The following list is the basis of rights of a volunteer.

As a volunteer, they have the right to:

- Work in a healthy and safe environment
- Be interviewed and employed in accordance with equal opportunity and anti-discrimination legislation
- Be adequately covered by insurance
- Be given accurate and truthful information about the club
- Be reimbursed for out-of-pocket expenses incurred on behalf of the club
- Be given a copy of the clubs volunteer policy and any other policy that affects their role
- Not fill a position previously held by a paid worker
- Have access to a grievance procedure
- Be provided with orientation to the organisation
- Have your confidential and personal information dealt with in accordance with the principles of the Privacy Act 1988
- Be provided with sufficient and appropriate training

## **Rewards and Recognition**

There are many ways for a club to recognise and reward its volunteers. Recognising and rewarding a volunteer benefits the individual and can result in continuous improvement in performance and the longevity of the volunteer within the club.

Recognising and rewarding volunteers within the club requires an ongoing commitment from the club. It should not be left exclusively to the end of the season. The club recognises the importance of delivering consistent positive messages to its volunteers.

Rewarding volunteers could stem from genuinely valuing their efforts and commitment. Volunteer recognition should therefore be determined with consideration given to its timing, consistency, sincerity and enthusiasm.

Volunteer rewards and recognition initiatives identified by the club could include:

- Compensation for training courses, travel and accommodation
- Compensation for licensing costs
- Provide appropriate club clothing
- Provide admission to events free of charge
- Provide meals during events free of charge
- Supported to attend other state and national events as a volunteer.
- Celebrate achievements and efforts
- Allocate notice board space to applaud volunteer achievement
- Organise awards with certificates, plaques or medals for varying levels/service periods.
- Recommend volunteers to prospective employers

- Provide letters of reference
- Honour volunteers at the meet held near International Volunteers day each year.

### **Dispute Resolution**

If disputes arise, the President must be informed in a reasonable timeframe.

The club and its volunteers should maintain a commitment to resolving issues in a constructive manner, seeking a resolution rather than assigning blame. Issues and disputes should be handled in a customer-focused manner, where these issues are seen as an opportunity to improve service delivery. Issues should be resolved promptly, objectively, consistently and with regard for the people involved.

Reference to the grievance process is covered in the clubs constitution.

Resolution of issues should be finalised as soon as practicable, usually within fourteen ten working days.