



# KBH Brumbies

Australia's Premier Hockey Club since 1905

## Volunteer Policy Statement

The following outlines the policy and its application to all volunteers at the Club, including the committee

- KBH Brumbies values the role of volunteers as essential to the organisation. Volunteers are respected for their skills and talents.
- KBH Brumbies aims to maximise volunteers' potential by creating opportunities to utilise their talents and abilities and supporting them to develop social connections.
- KBH Brumbies will clearly specify the work of volunteers through role descriptions to ensure that roles match volunteers' skills, interests and capabilities.
- KBH Brumbies will provide induction to volunteers and ongoing support as required.
- The duty of care for the volunteer remains with the Committee.
- KBH Brumbies will provide a safe and healthy workplace as far as is practical.
- KBH Brumbies will reimburse volunteers for any purchases where receipts can be provided. Volunteers will not be reimbursed for general costs e.g. phone, travel unless approved.
- The KBH Brumbies Committee will ensure an appropriate level of insurance cover for volunteers.
- Volunteers will be briefed and provided training on the relevant legislative requirements related to their role e.g. Victorian Information Privacy Act, Working with Children Checks.
- All volunteers must adhere to the policies and Code of Conduct and need to understand that failure to do so may result in disciplinary action or dismissal.
- Volunteers have the right to refuse work which is outside their role description.
- Volunteers have the right to leave their role but should give as much notice as possible. The Club Committee can decide to terminate a volunteer position for just cause e.g. gross breach of the Codes of Conduct. Dismissal in other instances will be a last resort after other attempts or approaches have failed.

The Volunteer Policy applies to all volunteers at the Club, long and short-term as well as the Club Committee.