



## Volunteer Policy

Policy, Guidelines, and Recommendations

For

Start Running, SARRC Running Groups, and SARRC Sanctioned Events and Participants

### **Approval and Review**

This policy was adopted by the Board of South Australian Runners Club on 24<sup>th</sup> Oct 2017

This policy was last updated on 23<sup>rd</sup> Oct 2017

## **Introduction**

South Australian Road Runners Club recognises the critical role volunteers play within the community. Attracting and retaining dedicated volunteers is vital to the continued success of South Australian Road Runners Club and our many programs and events. Volunteers are the lifeblood of local, state, national and international events staged in South Australia and we are committed to providing volunteers with a challenging and rewarding experience in every instance.

## **Definition**

A Volunteer is an individual who provides service to South Australian Road Runners Club on a voluntary basis. They are not an employee or a contractor but may receive an honoraria or be reimbursed for an out of pocket expense.

## **Key Policy Principles**

South Australian Road Runners Club will:

- a) interview and engage volunteers in accordance with anti-discrimination, equal opportunity and other relevant legislation;
- b) provide volunteers with orientation and training appropriate to their task;
- c) provide volunteers with a healthy and safe workplace;
- d) provide appropriate and adequate insurance coverage;
- e) define volunteer roles and develop clear job descriptions;
- f) provide appropriate levels of support and management for volunteers;
- g) provide volunteers with a copy of all policies pertaining to volunteers;
- h) ensure volunteers are not required to take up additional work during any authorised industrial disputes;
- i) provide all volunteers with information on grievance and disciplinary policies and procedures;
- j) acknowledge the rights of volunteers in accordance with any applicable laws and statutes
- k) ensure that the work of volunteers complements the work of staff;
- l) reimburse volunteers for approved out of pocket expenses incurred on behalf of the organisation;
- m) treat volunteers as valuable team members, and advise them of the opportunities to participate in organisational planning;
- n) Acknowledge the contributions of volunteers; and
- o) Ensure Volunteers are 16 years of age or older, unless accompanied by a parent or guardian.