



ATHLETICS NORTH QUEENSLAND

Volunteer Policy

Introduction

Athletics North Queensland recognises the critical role volunteers play within the Athletics community. Attracting and retaining dedicated volunteers is vital to the continued success of Athletics North Queensland and our many programs and events. Volunteers are the lifeblood of local, state, national and international events staged in North Queensland 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 Athletics North Queensland 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

Athletics North Queensland 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) only place volunteers in roles that were previously held by staff or have been identified as paid jobs for periods not exceeding one month and only then in exceptional circumstances;
- (f) define volunteer roles and develop clear job descriptions;
- (g) provide appropriate levels of support and management for volunteers;
- (h) provide volunteers with a copy of all policies pertaining to volunteers;
- (i) ensure volunteers are not required to take up additional work during any authorised industrial disputes;
- (j) provide all volunteers with information on grievance and disciplinary policies and procedures;



- (k) acknowledge the rights of volunteers in accordance with any applicable laws and statutes
- (l) ensure that the work of volunteers complements the work of staff;
- (m) reimburse volunteers for approved out of pocket expenses incurred on behalf of the organisation;
- (n) treat volunteers as valuable team members, and advise them of the opportunities to participate in organisational planning; and
- (o) Acknowledge the contributions of volunteers.

OTHER RELATED POLICIES AND DOCUMENTS

- Volunteering Queensland - National Standards for Involving Volunteers in Non For Profit Organisations
- Athletics North Queensland Member Protection Policy
- Athletics North Queensland Volunteer Management Plan