



# **New South Wales Ice Skating Assoc Inc**

## **VOLUNTEER MANAGEMENT POLICY**

### **INTRODUCTION**

The New South Wales Ice Skating Association Inc (NSWISA) relies heavily on the unpaid work of volunteers and values their contribution highly.

### **PURPOSE**

This policy is intended to ensure that volunteers working at NSWISA have work that is safe, significant, fulfilling and appreciated.

### **POLICY**

All volunteers shall be treated with respect and gratitude for their contribution.

Volunteers shall be employed at the discretion of the management of NSWISA.

Volunteers shall carry out duties assigned by the management of NSWISA.

All volunteers shall, as far as possible

- Be protected from harm
- Be relieved of liability for acts performed in the discharge of their volunteer functions.

### **RESPONSIBILITIES**

It is the responsibility of the management of NSWISA to appoint a Volunteer Coordinator.

The Volunteer Coordinator shall be responsible for organising the recruitment, training, and supervision of volunteers.

The Volunteer Coordinator shall report to the Board of NSWISA.

The Volunteer Coordinator shall assign supervisors to volunteers and shall monitor the work of the supervisor.

The appointed supervisor shall ensure that each volunteer is trained and capable of fulfilling their functions adequately.

The Board shall be updated regularly on the NSWISA volunteer program.

### **PROCEDURES**

#### **Recruitment**

All volunteers are subject to the screening, approval, and probationary procedures set out in the appropriate section of NSWISA Recruitment Policy.

Recruitment of volunteers shall also take into account NSWISA's commitment to cultural diversity under its Access and Equity Policy.

#### **Induction**

All volunteers shall be offered appropriate information and training to discharge their functions, and successful completion of this training shall be a condition of carrying out these functions.

#### **Supervision**

All volunteers shall receive appropriate supervision in the exercise of their functions.

#### **Reimbursement**

All volunteers shall be reimbursed for all approved expenditure incurred in the exercise of their functions, as set out in NSWISA's Reimbursement of Expenses Policy. (As approved by Council dated May 2014).

#### **Dispute resolution**

All volunteers shall be entitled to appeal to the procedures set out in the NSWISA Constitution.

#### **Supervision**

All volunteers shall receive appropriate supervision in the exercise of their functions.

### **RELATED DOCUMENTS**

- Recruitment Policy
  - Access & Equity Policy
  - Reimbursement of Expenses Policy
  - Constitution
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