



Waverley Baseball Club

Volunteer Policy

Volunteer Policy		Approval Date:	20 Feb 2023
		Review Date:	April 2024
		Version No:	V1.2
President:	Sign:	Name: Andrew Ferguson	
Vice-President:	Sign:	Name: Ryan Stanaway	

PURPOSE

To ensure that volunteers are well catered for and treated with respect and that volunteer management is in line with legal requirements and Volunteering Australia's principles

POLICY STATEMENTS

- Waverley Baseball Club values the role of volunteers as essential to the organisation. Volunteers are respected for their skills and talents
- Waverley Baseball Club aims to maximise volunteers' potentials by creating opportunities to utilise their talents and abilities and supporting them to develop social connections
- Waverley Baseball Club will clearly specify the work of volunteers through role descriptions to ensure that roles match volunteers' skills, interests and capabilities
- Waverley Baseball Club will provide induction to volunteers and ongoing support as required
- The duty of care for the volunteer remains with the Board
- Waverley Baseball Club will provide a safe and healthy workplace as far as is practical
- Waverley Baseball Club will reimburse volunteers for any authorised purchases where receipts can be provided. Volunteers will not be reimbursed for general costs e.g. phone, travel unless approved
- Volunteers will be covered under BA/BV insurance as long as they register with Baseball Victoria. There is no charge for volunteers to register with BV. Volunteers will be briefed 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 Codes of Conduct of Waverley Baseball Club and need to understand that failure to do so may result in disciplinary action or dismissal
- Volunteers have the right to leave their role but are asked to give as much notice as possible.
- The Board can ask a volunteer to leave, or suggest that the volunteer take on a different role if they are unsuitable for the role



Waverley Baseball Club

Volunteer Policy

- The Board 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 Board.

Any concerns about the volunteer experience will be addressed through the Grievance and Resolution procedure as documented in the Grievance and Resolution Policy.

DOCUMENTS

Grievance and Resolution Policy