



MELBOURNE CRICKET CLUB HOCKEY SECTION INC

Volunteer Policy

Introduction

MCC Hockey Section relies heavily on the unpaid work of volunteers and values their contribution highly. The Section in a limited number of cases also provides for paid contractors or positions where appropriate.

Volunteers contribute in many ways to the successful operation of the section including through being a member of a committee or working group, coaching, mentoring, managing a team, umpiring or officiating, assisting with fundraising assisting with the kiosk or facility maintenance and management.

Policy

All Volunteers will be treated with respect by all section members and those associated with the section for the valuable contribution that they make. Either the Section Executive, or appropriate Section Committee will approve appointment of volunteers having regard to the skills, experience and attributes required to undertake a role.

The Section Executive or Section Committee may require interviews and/or reference checks to be conducted prior to the appointment of a volunteer or specific role. Paid contractual agreements must be approved by the Section Executive at the recommendation of the appropriate Section Committee.

In cases where the activities are substantial, or where there is remuneration under a contract, the Section will seek to document the roles and responsibilities of the individual and contract remuneration in a written agreement. In some cases the role will be documented in a generic document, e.g. setting out responsibilities of the role, however, if the role is more complex (e.g. Premier League Coach), the responsibilities will be set out in an agreement specific to that role. Any individual agreements are to be authorised by the Section Executive. In simpler volunteering roles, the Section will seek to ensure that the responsibilities are clearly articulated.

The Section Committees may decide to offer to reimburse some portion of annual fees for players who volunteer to coach teams or other roles as determined by the Executive from time-to-time, and show a commitment to the role. Should this occur, the coach will be required to pay their fees upfront.

Procedures

Recruitment with take into account:

- the nature of the role, necessary skills, capability and experience
- any accreditation required including Working with Children Check or accreditations required to complete the volunteering role

Volunteers must:

- comply with the Section's constitution, policies, procedures and codes of conduct
- take reasonable care for their own health and safety
- take reasonable care for the health and safety of others
- comply with any reasonable instruction by the Section
- advise the Section of any concerns they may have about safety and/or fitness in undertaking their role
- maintain all Section proprietary information and intellectual property (including manuals) confidential.
- not comment publically including through any social media on management, coaching or player issues
- maintain any personal information.

Privacy policy:

Volunteers acknowledge their obligations regarding the handling of personal information and will ensure that all such information is held in a secure environment. Within this environment, volunteers will only have access to personal information on a need-to-know basis. Personal information will be held in the strictest confidence at all times, and volunteers must destroy, hand over or cease accessing any personal information they have obtained once their role has been completed.

The Section will provide:

- sufficient training or access to training so they can successfully complete the duties required
- appropriate supervision and feedback so that volunteers do not feel unsupported.

Date: May 2024