



## Templestowe Wolves Football Club

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# Volunteer Policy

## 1 PURPOSE

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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.

## 2 POLICY STATEMENTS

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- Templestowe Wolves Football Club values the role of volunteers as essential to the organisation. Volunteers are respected for their skills and talents.
- Templestowe Wolves Football Club aims to maximise volunteers' potentials by creating opportunities to utilise their talents and abilities and supporting them to develop social connections.
- Templestowe Wolves Football Club will provide induction to volunteers and ongoing support and clarification of duties as required.
- The duty of care for the volunteer remains with the Committee of Management.
- Templestowe Wolves Football Club will provide a safe and healthy workplace as far as is practical.
- Templestowe Wolves Football Club will reimburse volunteers for any pre-approved purchases where receipts can be provided. Approval to be sought from the club treasurer. Volunteers will not be reimbursed for general costs e.g., phone, travel unless approved.
- Templestowe Wolves Football Club is covered by FA insurers providing an appropriate level of insurance cover for volunteers.
- Templestowe Wolves Football Club will endeavour to provide training on and access to 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 Code of Conduct and need to understand that failure to do so may result in disciplinary action or dismissal.
- All volunteers will be subject to a Probationary Period of 3 months to ensure that the role is right for them and that they are suitable for the role.
- Volunteers have the right to refuse work which is outside their role description.
- Volunteers have the right to leave their role but should give as much notice as possible. The Club Committee 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 Committee of Management.