

VOLUNTEER POLICY

POLICY

Recreation SA (RSA) recognizes that volunteers make a valuable contribution to the operations of recreation SA by enhancing and extending the work of RSA employees.

Volunteers will be accepted, supported and treated as an integral part of the human resources of RSA.

Volunteers and employees will act cooperatively as a team to meet the organisational goals of RSA and for the mutual benefit of all.

RIGHTS AND RESPONSIBILITIES OF VOLUNTEERS

Volunteers working for RSA have the right to:

- Have an up-to-date job description;
- Be provided with the necessary orientation and training to perform their job efficiently and effectively;
- Have access to ongoing support, supervision and performance appraisal on request
- Be treated with respect and as part of the team;
- Be kept informed of issues relating to their work with RSA;
- Work in a safe environment;
- Have any complaints dealt with promptly, fairly and confidentially;
- Be recognized for the service they provide;
- Have the opportunity to participate in the planning of events at RSA;
- Be covered by appropriate insurance;
- Be protected from excessive demands and have the right to say no;
- Have access to additional training if required;
- Not be expected to undertake the work of a paid position.

Volunteers working for RSA have a responsibility to:

- Work within the aims and objectives of RSA;
- Follow RSA's policies and procedures, and observe all OH&S requirements;
- Sign on each day they attend RSA before they commence work. (This is necessary to cover volunteers for insurance purposes);
- Treat all personal information with confidentiality;
- Notify their supervisor immediately about any concerns they may have;

- Demonstrate commitment to their job;
- Be reliable in attendance and notify their supervisor ahead of time if they are unable to attend or undertake agreed duties for any reason;
- Undergo any required training;
- Participate in ongoing personal development and training opportunities.

ACCIDENT INSURANCE

Policy

RSA will maintain Personal Accident And Public Liability Insurance to cover all volunteers while engaged in activities directly or indirectly connected with or on behalf of RSA.

The EO must be informed immediately if an accident occurs or if a volunteer is injured while attending to their duties.

Procedures

Volunteers must report any injuries or accidents to either their supervisor or the EOD immediately.

The supervisor of a volunteer or the EO must document all details of an accident or injury. It is important to record times, dates, environment, witnesses etc.

Any claims against RSA must be lodged through the EO. The EO will follow up the claim with RSA's insurance company.

RECRUITMENT AND SELECTION

Policy

All volunteers required to work at RSA will be selected on the basis of their ability to satisfy the job requirements for the volunteer position.

Volunteers may be selected based on their interests, provided they possess the appropriate skills.

All volunteers will be competent, ethical and qualified to implement the policies and objectives of the organisation.

Procedures

Job descriptions and person specifications will be drawn up for each volunteer position at RSA. These will be made available to any potential applicants via the Webpage.

Vacant positions will be advertised on the RSA web page.

The Event Co ordinator at RSA will interview all new volunteers to ensure suitability for a vacant position. .

ORIENTATION OF VOLUNTEERS

Policy

All volunteers will receive appropriate orientation and induction, and adequate training prior to commencing their duties with RSA. Orientation will provide a non-threatening and supportive environment for volunteers to become familiar with other volunteers, the operations of and their role in the operations of RSA.

Orientation of volunteers

Orientation of new volunteers will include a session with the Event Co ordinator to:

1. Be familiar with the location and contents of the Operations/ Policy Manual and the Policy Manual;
2. Learn about RSA and the specific part of the association they will be working with;
3. Meet other volunteers.

USE OF PRIVATE VEHICLES BY VOLUNTEERS

Policy

Under no circumstances is any volunteer required to use his or her private vehicle for RSA purposes if he or she does not wish to do so.

Reimbursement for the use of a private vehicle for related purposes will only occur where the EO has given prior approval.

Procedures

Any privately owned vehicle used by a volunteer must be currently registered and covered by comprehensive insurance.

Before a privately owned vehicle may be used for RSA purposes, the EO must ensure that:

1. The vehicle is registered and insured in the name of the volunteer who will use it; RSA business;
2. The volunteer holds a current driver's licence.

Mileage in a private motor vehicle will only be paid for the distances agreed to in advance by the EO.

Reimbursement Rates

Where approval to use a private vehicle has been given by the EO, reimbursement for its use will be 50cents per Kilometre

REIMBURSEMENT OF EXPENSES

Policy

RSA has an efficient administration system to reimburse expenses. This system will be explained to volunteers. RSA must reserve sufficient funds in the budgets to cover approved and necessary out-of-pocket expenses.

Reimbursement of all expenses will be made **only** where an original receipt is provided.

Reimbursement will not be made for expenses if receipts are not provided.

Reimbursement for petrol will not be made unless authorised and a tax invoice is provided.

Reimbursement for mileage will be made on production of a log sheet (available from the Event Co ordinator) which includes car mileage reason for travel and from where to where.

Volunteers are not expected to incur work-related expenses unwillingly.

Parking fees and fines will **not** be paid under any circumstances by RSA

Procedures

Volunteers will be reimbursed for expenses incurred in relation to their duties on production of an original receipt.

The appropriate staff member must approve out-of-pocket expenses such as mileage or phone calls before they are incurred. Out-of-pocket expenses will not be reimbursed unless proper approval has been obtained beforehand.

Reimbursement will be made for mileage on a monthly basis on receipt of signed log sheet .

Out-of-pocket expenses must be recorded on the appropriate reimbursement form and original receipts must be attached.

Reimbursement forms (including original receipts) must be signed by the Event Co ordinator and then submitted to the EO for reimbursement.

The EO will reimburse expenses within 1 day of receipt of the authorised forms.

Volunteers must sign on each day using the card system in the Trailblazer office area.

Volunteers may decide whether or not they wish to claim approved out-of-pocket expenses.