



NEWTON JAGUARS NETBALL CLUB

NJNC POLICIES AND PROCEDURES

VOLUNTEER MANAGEMENT POLICY

PURPOSE;

Newton Jaguars Netball Club recognises the critical role volunteers play within the Club, attracting and retaining Volunteers is vital for the continued success of the Club. Facilitating volunteering through the Club is recognised as an important social and community link.

OBJECTIVE

To ensure the best opportunity is made for people to effectively assist the club taking into consideration the skills, expertise and willingness of members to give time and energy to the club to assist it reaching its goals and targets
To ensure volunteers have meaningful roles that help to achieve agreed upon results.

SCOPE

The Club Committee and Netball committee are responsible for the volunteer program. The Club is made up of many categories of Volunteers:

Including, but not limited to

- Management Committee – Office Bearers
- Management Committee – General members
- Sub Committee – Netball administration
- Sub Committee – Administration
- Specialist Volunteers
- General Volunteers
- Coaches, Team managers, Primary carers
- Umpires

RECRUITING

The club will recruit volunteers through Advertising on Website, through newsletters and by personal contact of an officer of the club.

The club will actively seek people to assist in the running of the club.

Position descriptions are developed for specific roles in Administration and Netball specific areas

It is important that people volunteering their time have the appropriate skills to contribute to the organisation, and gain the satisfaction from their involvement.



NEWTON JAGUARS NETBALL CLUB

VOLUNTEER MANAGEMENT POLICY Continued

COMMUNICATION

Volunteers will be provided information and communications from the various Committees / Sub Committees by the following methods

- Email
- Text
- Website
- Newsletter
- Direct contact

It is expected that the information forwarded is reviewed in a timely fashion and responses are provided in line with requests made.

REWARD AND RECOGNITION

The club has a Reward and Recognition Policy that covers all Volunteer roles within the club.

The Club will maintain a record of Volunteers on the database as a record of involvement and service to the club

Volunteers will be reimbursed for out of pocket expenses as approved by the Committee.

Volunteers can be considered for life Membership under the rules of the constitution.

VOLUNTEER RESOURCES

The Club undertakes to provide all resources reasonably required to carry out the role, this includes (but not limited to)

- Equipment / Manuals
- Courses / Seminar

CLUB POLICIES

Volunteers will be expected to read and adopt behaviours in line with Club Policies, Constitution and By Laws

Club policies are available on line in the Download section of the Website, hard copies will be made available if required

Volunteers will be required to have a Police check as required by Club Policy



NEWTON JAGUARS NETBALL CLUB

VOLUNTEER MANAGEMENT POLICY Continued

INDUCTION

A Volunteer induction program exists for new Volunteers in relation to specific roles. Netball specific roles are defined by procedures that are in place for new and current Volunteers. Management Committee Volunteers will have an induction session at the first management Committee meeting. Where roles are changing there will be a handover and clarification of responsibilities as per the Position descriptions in place. Match day staff will have an induction as per the procedures in place prior to the commencement of each season in line with Club Policy. General volunteers will be inducted and made aware of the roles as required. Volunteers will be asked to read relevant procedures governing the roles they will be involved in.