



Volunteer Policy

Introduction

The success of Clayton Golf Club relies in no small part on the volunteer support of the Membership. Volunteer labour has provided so many significant improvements to the Club and Course over the years and this Policy aims to provide a framework and guidance to support ongoing volunteer engagement and recognition.

Purpose

This policy is intended to ensure that volunteers working for Clayton Golf Club are involved in meaningful tasks, and work in conditions that are safe and their work input is fulfilling and appreciated.

Policy

The policy is based on the principle that the volunteer environment is a workplace and as such volunteers have certain rights and responsibilities, reciprocated by the Committee's rights, and obligations toward volunteers.

- All volunteers shall be treated with respect and gratitude for their contribution no matter the nature of their work or duration of their service
- Volunteers shall be engaged at the discretion of the Committee.
- The Committee have primary responsibility for the coordination and supervision of work undertaken by volunteers
- The Treasurer shall have overall responsibility for any expenditure, required for volunteering work
- Volunteers shall carry out their work and duties assigned by the President or his nominee.

All volunteers shall:

- Be protected from harm
- Follow all lawful instruction provided by the Committee
- Undertake work that is within their capability
- Follow the rules of Workplace Health and Safety in their work
- Be relieved of liability for acts performed within the scope of their volunteering work.

Responsibilities of the Committee.

The President shall assign responsibility for volunteer supervision to the most appropriate Committee member

The President and responsible Committee member(s) shall be responsible for organising the recruitment, training and supervision of volunteers. The responsible Committee member(s) shall oversee the activities of volunteers according to the club's guidelines for volunteers and any directives from the President.

The Committee member(s) shall inform the Committee of volunteers' activities undertaken and the resources required, including financial. The Committee member(s) may assign supervisors to oversee volunteers responsible for a specific range of work at the club.

Procedures

All volunteers should be subject to approval by the Committee.

Induction

All volunteers will undertake a period of orientation and training to ensure familiarity with relevant health and safety legislation, and also the club's mission, objectives and policies. This will occur prior to engagement in any activities.

Supervision

All volunteers should receive appropriate supervision in the performance of their role(s).

Reimbursement

All volunteers should be reimbursed for expenditures, that have received prior approval by the Treasurer, and that are incurred in the performance of their volunteering work at the Golf Club.

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