



NORTHERN DISTRICTS ATHLETICS CLUB VOLUNTEER POLICY

- Encourage volunteers in accordance with anti-discrimination, equal opportunity and other relevant legislation
- Provide volunteers with orientation and training appropriate to their task;
- Provide volunteers with a healthy and safe workplace
- Provide appropriate and adequate insurance coverage
- Define volunteer roles and develop clear job descriptions
- Provide appropriate levels of support and management for volunteers
- Provide volunteers with a copy of all policies pertaining to volunteers
- Provide all volunteers with information on grievance and disciplinary policies and procedures if required
- Acknowledge the rights of volunteers in accordance with any applicable laws and statutes
- Reimburse volunteers for approved out of pocket expenses incurred on behalf of the organisation – must be authorised before purchase
- Treat volunteers as valuable team members, and advise them of the opportunities to participate in organisational planning
- Acknowledge the contributions of volunteers.