



VOLUNTEER POLICY

POLICY	VOLUNTEER POLICY
DATE ADOPTED	FEBRUARY 2015
REVIEW DATE	DECEMBER 2017
LAST AMENDED	

1. PURPOSE

This policy provides guidelines to recruit, retain and recognise volunteers.

The Australian Bowhunters Association Inc - Northern Territory Branch (ABA-NT) acknowledges that volunteers play an integral role in all areas of our sport - the continued growth of our sport and its activities is greatly enhanced by the dedicated people who make up our volunteer base across the NT.

2. SCOPE

This policy is to be followed by all ABA-NT Branch Executive members, contractors and any member who engages with volunteers.

3. DEFINITION

A volunteer is a person who undertakes a role and works for ABA-NT without financial payment or reward.

ABA-NT will:

- Provide volunteers with access to all relevant policies and procedures relating to volunteers.
- Treat volunteers with personal dignity and respect, and not discriminate against in any way.
- Provide the necessary training and orientation so volunteers can perform their role effectively and efficiently.
- Maintain the privacy of volunteers' personal information as per the Privacy Act.
- Acknowledge the rights of volunteers in accordance with applicable statutes, laws and relevant legislation.
- Provide access to an internal grievance process and have complaints dealt with fairly, promptly and confidentially.

- Develop up to date job descriptions clearly identifying their responsibilities and roles and are consulted if these change.
- Acknowledge the contributions of volunteers.
- Provide adequate and appropriate insurance cover via our national body.
- Treat volunteers as important team members and provide support and management.
- Provide a healthy and safe workplace for all volunteers.
- Engage volunteers in roles that match their skills, interests and experiences.
- Reimburse volunteers with agreed and approved expenses incurred on behalf of ABA-NT.

4. VOLUNTEER ROLES

There are a number of volunteer roles available in ABA-NT including the following:

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| • Branch Controller | • Branch Measurer |
| • Branch Secretary | • Branch Risk Management Officer |
| • Branch Treasurer | • Branch Member Protection Information Officer |
| • Branch Field Representative | • Volunteer at ABA-NT events |
| • Branch Coach | • General Volunteer |
| • Branch Score Recorder | |
| • Branch Bowhunting Instructor | |

In addition to having the skills and knowledge to perform the role, there are a number of constitutional and procedural requirements for each Branch Committee role, outlined in the Australian Bowhunters Association Inc constitution.

As a condition of ABA-NT funding from the Department of Sport, Recreation and Racing all Branch Executive members (Branch Controller, Secretary, Treasurer, Field Representative, Coach and Score Recorder) must complete two modules of **Play by the Rules training** (Harassment & Discrimination and Child Protection). A certificate of completion must be provided to ABA-NT as evidence of having completed the training. See <http://www.playbytherules.net.au/> for more details.

5. WORKING WITH CHILDREN

The ABA-NT requires that all Coaches and Field Archery Instructors within the Branch obtain a Working with Children Clearance (Ochre Card).