

Volunteer Policy

NT Badminton Association Inc.

1 Name of policy

This is the Volunteer Policy 2014

2 Commencement

This policy commences on 1 July 2014

3 Application

This policy applies to all members of the NTBA that undertake any works to the benefit of badminton in the NT that is recognised by a club or association.

4 Statement of intent

This policy:

- (1) recognises the fundamental importance and reliance that an organisation such as the NTBA has on volunteers;
- (2) volunteers are supported and included at all levels of the sport of badminton in the Northern Territory;
- (3) all volunteers must obtain a Working With Children Ochre Card for Volunteers at the NTBA's expense
- (4) recognises that volunteers commit time from their personal lives and often have understanding family or partners that support and encourage them in the endeavour of promoting and improving the sport of badminton;
- (5) all volunteers' expectations, interests, availability, abilities, skills and knowledge will be taken into account when a volunteer makes the choice to take up any volunteer position;

Volunteers have the right to:

- i) work in a safe environment
- ii) receive the appropriate training to be prepared for their role
- iii) have their contributions recognised
- iv) receive reimbursement for any authorised out of pocket expense
- v) refuse tasks that they believe are unsuitable
- vi) raise any concerns or issues they feel are present with the NTBA committee

The NTBA has the right to:

- i) negotiate a commitment from a volunteer
- ii) refuse the service of a volunteer
- iii) expect volunteers to adhere to Volunteer policies and procedures.
- iv) have Council property and equipment respected.

Volunteers have the responsibility to:

- i) uphold the NTBA's reputation and image
- ii) maintain confidentiality and privacy
- iii) consider volunteering to be a serious commitment

- iv) abide by NTBA policies and procedures
- v) participate in appropriate training where provided
- vi) give notice as soon as possible of their unavailability.
- vii) be reliable and give adequate notice before termination.
- viii) report any safety concerns to the NTBA committee as soon as is practical
- ix) respect and treat the general public, Employees and fellow volunteers in a courteous manner (as they would like to be treated)
- x) to not speak on behalf of the organisation unless as appropriate
- xi) ask for help when needed
- xii) only accept tasks they feel comfortable with.

NTBA has the responsibility to:

- i) provide a safe environment
- ii) provide appropriate insurance coverage
- iii) provide out of pocket expenses where appropriate
- iv) recognise volunteer contributions
- v) recognise and act on any issues or concerns raised by a volunteer in the line of their work