

Volunteer Policy



Purpose: Burwood Cricket Club (BCC) endorses and follows the Volunteering Australia principles ensuring all volunteers and the management of volunteers follows all relevant guidelines and legislation

Burwood Cricket Club:

- BCC values the role of volunteers as essential to the organisation. Volunteers are respected for their skills and talents
- BCC aims to engage with volunteers by using their skills, talents and abilities to maximize creative opportunities along with supporting them as they engage with the local community
- All volunteer positions have written position descriptions which will be understood and agreed to by all volunteers prior to them commencing the position
- BCC will provide an introduction and induction session to all volunteers each season including but not limited to information pertaining to:
 - Working with Children Checks – noting it's the responsibility of the Club to hold records of these
 - Victorian Privacy Act
 - Expectations on behaviour
- BCC Committee ensures the duty of care for all volunteers
- BCC will provide a safe and healthy Club as far as practical.
- BCC will reimburse volunteers for any purchases made on behalf of the Club where receipts can be provided. Volunteers will not be reimbursed for general costs e.g. phone, travel unless approved by the finance sub-committee
- The BCC Committee will ensure an appropriate level of insurance cover for volunteers
- All volunteers must adhere to the policies and Code of Conduct and need to understand that failure to do so may result in disciplinary action or dismissal
- All volunteers will be subject to a Probationary Period of 3 months to ensure that the role is right for them and that they are suitable for the role
- Volunteers have the right to refuse work which is outside their role description
- Volunteers have the right to leave their role but should give as much notice as possible. The Club Committee can decide to terminate a volunteer position for just cause e.g. gross breach of the Codes of Conduct. Dismissal in other instances will be a last resort after other attempts or approaches have failed.

The Volunteer Policy applies to all volunteers at the Club, long and short-term as well as the Club Committee.