

# PHOS Camden (Junior) Football Club

## Volunteer Management Policy

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### **Volunteer philosophy**

Community club football is the heart of Australian Football. Quality volunteers are critical to the conduct and growth of the game because they determine the quality of the club environment and hence, the experience for players and their families.

Volunteers are the foundation of every football club in Australia. They dedicate hours of time and energy every year, working in a variety of ways and completing many necessary tasks. Without the dedication of these volunteers, football clubs as we know them would not exist, including PHOS Camden (Junior) Football Club. Community football continues to thrive through the efforts of volunteers. PHOS Camden (Junior) Football Club acknowledges the ongoing support of its volunteers and recognises their rights.

### **Volunteer rights and responsibilities**

Volunteers are viewed as a valuable resource to the club and its members. Volunteers shall be extended the right to be given meaningful assignments, the right to effective supervision and the right to recognition for work done. In return, volunteers shall agree to actively perform their duties to the best of their abilities and to remain loyal to the goals of the club.

### **Out-of-pocket expenses**

Volunteers are eligible for reimbursement of reasonable expenses incurred while undertaking business for the club. The treasurer shall distribute information to all volunteers regarding specific items that may be reimbursed. Prior approval must be sought for any major expense.

### **Training and accreditation**

Additional training and educational opportunities should be made available to volunteers while at the club. This continuing education may include both additional information on performance of their current volunteer roles, as well as more general information, and may be provided either by the club or by assisting the volunteer to participate in educational programs provided by other groups.

Volunteers are encouraged to attend conferences and meetings that are relevant to their role. Prior approval from the treasurer should be obtained before attending any conference that may require reimbursement of expenses.

### **Absences**

Volunteers are expected to perform their duties on a regular scheduled and timely basis. If expecting to be absent from a duty, volunteers should notify their supervisor as far in advance as possible so that alternative arrangements can be made. Volunteers may be encouraged to find a replacement; however replacements may only be recruited from those already involved as volunteers within the club.

### **Conflict of interest**

No person who has conflict of interest with any activity or program of the club, whether personal, philosophical or financial shall serve as a volunteer with the club. When a potential conflict of interest does arise, volunteers must declare their interest.

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### Dismissing volunteers

Volunteers who do not adhere to the rules and procedures of the club or who fail to satisfactorily perform their role are subject to dismissal. No volunteer will be dismissed until the volunteer has had an opportunity to discuss the reasons for possible dismissal with the Junior Committee.

Possible grounds for dismissal may include, but are not limited to, the following: gross misconduct, being under the influence of alcohol or drugs, theft of property, abuse or mistreatment of members, failure to abide by club policies and procedures and failure to satisfactorily perform assigned duties.

### Volunteer Recognition

The club relies on continual support from families to ensure its success on and off the field. It is therefore imperative that we recognise the efforts of our volunteers and acknowledge their input which ultimately is the underlying foundation of each and every community club.

The club will recognise the contribution made by coaches, committee members, team managers and other game day volunteers each season at the end of year club presentations.

This document was endorsed by the PHOS Camden (Junior) Football Club committee on 17<sup>th</sup> January 2018. It can be amended by the committee at any time, however in the absence of changes it will be reviewed again on 4th March 2022.