



Volunteer Information

Location Address

Victoria University Wyndham Sporting Complex Hoppers Lane
Werribee VIC 3030

Postal Address

Po Box 2176
Werribee VIC 3030

Website

<http://www.westernathletics.com.au/>

Contact

Contact: Peter Cashin
Phone: 0424 419 998
Email: info@westernathletics.com.au
<http://www.westernathletics.com.au/contact>

Welcome

Thank you for volunteering at Western Athletics. Volunteers are very important to us and we want to support you. This information should help you to get started but if you have questions at any time or if you would like to receive information in a different way please ask.

Who volunteers?

We have a large number of people who give their time in a broad range of ways in a voluntary capacity. We have opportunities for people to get involved in coaching, administration, to be part of a committee or sub-committee, to assist during competition

and fundraising. There are also tasks that are one-off or that can be done from home if you know anyone who would be happy to help but has time constraints.

We encourage people to help out as much as they can, and encourage an “everyone pitches in culture”

People to Help You

You will be shown the ropes by other members. Please don't hesitate to ask if you have any queries.

NB: If a Working with Children Check or Police Check is needed for your role we will let you know how to obtain this.

Keeping Everyone Safe

If you see something that you think is unsafe, please alert the President.

What You Can Expect from Us

Whilst at Western Athletics you can expect to:

- Be treated with respect and equal to others
- Receive help and/or training for you to learn and develop skills
- Be given tasks that match your interests and skills
- Be provided with safe working conditions
- Be protected by insurance
- Be thanked and recognised for volunteering

What the Club Expects from You

All volunteers are expected to:

- Treat everyone with respect, be polite and well behaved
- Follow the rules and procedures – you will be taken through these
- Ask if there is anything you don't understand
- Adhere to the Codes of Conduct
- Work together with other volunteers
- Be reliable, and let relevant people know if you can't come / will be late
- Ask for support when needed, talk about any concerns you may have

Volunteers may choose to leave at any time. The Committee also reserves the right to terminate a position if for justifiable reasons the person is considered unsuitable for the role.

Concerns or Complaints

If you have a concern you can:

- Speak directly to the person around which the complaint is directed;

- Speak to the Coach or Team Manager;
- Or speak to the Club President.

It is OK to raise concerns.

Conduct

Volunteers are expected to conduct themselves in an appropriate manner. Inappropriate behaviour will be followed up by the Committee. Examples inappropriate behaviour are:

- Bad language / abusive behaviour directed at anyone
- Breach of trust
- Neglect of duties and responsibilities
- Failure to attend or lateness
- Theft or inappropriate removal of property
- Physical violence
- Use of alcohol or illegal drugs while undertaking volunteer duties
- Committing a criminal offence while undertaking volunteer duties
- Smoking whilst in your role

Protecting People's Privacy

From time to time you may need to collect contact details and health related information from members – it is important that this information is stored securely, and NOT distributed unless consent has been given. This information is only to be used for the purpose for which it was collected. For more information, discuss with the President.

Dress code

Volunteers set the tone for the club and need to dress appropriately for their duties. Comfortable and neat dress is appropriate for most volunteer roles. Closed shoes should be worn.

Emergency Volunteers should familiarize themselves with safety practices and emergency procedures adopted by the club or the facility. You are advised to have access to a mobile phone.

Loss of personal property

Volunteers should exercise caution to protect their personal property. Purses, wallets or other valuable items should never be left unattended. If an item is lost or stolen, a Committee Member should be notified, but the Committee cannot be held responsible for replacement

Non-smoking environment

Western Athletics and the Wyndham Sporting Complex is a smoke-free environment. Smoking is not permitted in any area of the facility.

Reimbursement of expenses

The volunteer is responsible for expenses incurred, except where purchases are made on behalf of the Club or Committee. Purchases of this nature should be approved by the Committee prior. Receipts or invoices will be required for reimbursement.

Safety and liability

If a volunteer is injured during the course of volunteer service the President must be notified and the appropriate accident report forms need to be completed. Volunteers have insurance coverage via The Athletics Australia National Insurance program. Please contact the President for further details

Some Helpful Links

<http://www.westernathletics.com.au>

<http://athsvic.org.au>

Thank you again for joining our team of volunteers!