

# **RICHMOND HARRIERS Inc.**

**Incorporation No A0024162J**

**ABN 87 130 962 899**

**PO Box 220**

**Richmond Vic 3121**

## **VOLUNTEER INFORMATION**

### **Welcome**

Thank you for volunteering at Richmond Harriers Inc. Volunteers are very important to us and we want to support you. The Club is proud to have you as a representative and it is expected that all volunteers act in the best interests of the Club and the wider athletic community.

The following 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.

### **About Us**

- Our Club has as its purpose to foster and promote participation in athletic competition, including but not limited to, track and field, cross country and road running and to do all things considered necessary to facilitate these and related health and fitness activities.
- The club is affiliated with Athletics Victoria and operates year around from rooms located at Citizens Park, Cnr Highett & Gleadell Sts, Richmond. Training is conducted from the clubrooms each weeknight and competes at various venues during the course of the year. Training details and event calendar are outlined in the club website
- The Club is an Incorporated Association and is administered by elected officers and committee that meet on a monthly basis.

- If there are any issues or concerns that arise during your work with us please do not hesitate to discuss with one of the senior officers listed below.

## Who volunteers?

We have a number of people like you 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, committee or sub-committees (eg social ), or to assist on race days as timekeeper, recorder or similar roles etc.

Our volunteers are a valuable resource in assisting the club to meet its goals and we endeavour to ensure that their participation is rewarded by being involved in a friendly club environment and by utilisation of their skills and meeting likeminded people.

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

## People to Help You get Established

If you have a problem with the duties assigned or need to make contact with an Officer of the club for any reason, the following Committee members can be contacted.

Role	Name	Email	Tel / Email
President	Pauline Lawrence	pal.98420@bigpond.com	
Vice President	Joji Mori	joji_mori@hotmail.com	
Vice President	Greg Byrne	greg-byrne@bigpond.com	
Treasurer	Neil Ryan	neil@runnersworld.com.au	
Secretary	Max Giblett	maxgiblett@hotmail.com	
Team Manager	Brian O’Callaghan		0417365201
IT/Communications Manager	Joji Mori	joji_mori@hotmail.com	

Additionally, should you require any assistance as to the following, please do not hesitate to ask one of the abovenamed for assistance.

- First Aid facilities
- Model Rules (Constitution) or Club Policies
- Obtaining a Working with Children Check or similar (if/as needed)

## **Volunteer/Membership Form**

When you start, you need to fill in a Member (Volunteer) Club Registration Form which has your contact details, and details of a person to contact in an emergency, along with any known medical conditions that may be relevant. This is for our internal use only and will be kept by the Registrar.

## **Keeping Everyone Safe**

It is vitally important to the Club that all members and participants are kept as safe from harm as possible. You should be aware or seek advice as to what First Aid is available during your volunteering duties. If you have safety concerns for yourself or others in the course of your duties please alert the Team Manager or a Club Officer.

## **What You Can Expect from Us**

Whilst at Richmond Harriers you can expect to:

- Be treated with respect and equal to others
- Receive help and guidance to undertake duties assigned
- Be given tasks that match your interests and skills
- Be provided with safe working conditions
- Be protected by insurance (requires social membership of Athletics Victoria)
- 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 that may be provided
- Adhere to Club Policies in respect of Members Protection, Photography and Communication
- Work as a team with other volunteers
- Be reliable, and let relevant people know if you cannot come / will be late
- Seek support when needed, talk about any concerns you may have
- Notify the Registrar of change of address or phone number
- Refrain from any inappropriate conduct or behaviour.

## **Conduct**

Volunteers are expected to follow codes of conduct. Inappropriate behaviour may lead to disciplinary measures from the Committee. Examples 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, in the presence of juniors

## **Concerns or Complaints**

Grievances or concerns should be raised as we would like to try to resolve such as soon as possible:

If you have a concern or a complaint, 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.

## **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.

## **Cessation of Volunteers Duties**

Volunteers may choose to leave at any time, we do ask for as much notice as possible. The Committee also reserves the right to terminate a position if for justifiable reasons the person is considered unsuitable for the role.

## **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. The wearing of club colours is always appreciated.

## **Emergency**

Volunteers should familiarise themselves with safety practices and emergency procedures adopted by the club or the facility. At a minimum, there should be access to a 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**

Richmond Harriers is a smoke-free club. Smoking is not permitted in the clubrooms or any indoor or enclosed areas where there is a club function. Nor is smoking permitted in the presence of juniors whilst in your volunteer role.

## **Reimbursement of expenses**

The volunteer is responsible for expenses incurred, except where purchases are made on behalf of the Club or Committee or the task has unusual cost level attached. Purchases of this nature should have prior approval by the Committee. Receipts or invoices will be required for reimbursement.

## **Safety and liability**

Only registered AV Members have Personal Accident Cover for injury incurred whilst participating or volunteering in training or events sanctioned by AV or Club.

The policy will pay income or lump sum for accidents incurred during your official volunteering duties and covers for death and permanent injury and reimbursement of NON MEDICARE medical expenses including ambulance costs. Any existing private health cover recovery must be sought first.

In the event of an accident it should be reported and a claim form lodged with the club for on forwarding to AV.

**We encourage all athletes and members to register with AV to ensure adequate insurance coverage. If you are not an AV registered member then you are not covered for personal accident**

## **Competition and Volunteer Events**

For competitions or other functions the required volunteering duties are assigned and notified by the Team Manager, or other club official, and will be advised well in advance of each event. It is always helpful if volunteers notify their availability for particular events/dates

**Thank you again for joining our team of volunteers!**

**SEE WEBSITE for Model Rules; Policies and Club News**