



Volunteer Policy

Golf Course Volunteers

Purpose

This policy is intended to ensure that the volunteers working for Taree RSL and Golf Club Limited are involved in meaningful tasks, and work in conditions that are safe and their work import is fulfilling and appreciated.

Policy

The policy is based on the principle that the volunteer environment is a workplace and as such volunteers have certain rights and responsibilities, reciprocated by the Board and Managements rights and obligations toward volunteers.

- All volunteers shall be treated with respect and gratitude for their contribution no matter the nature of their work or duration of their service.
- Volunteers shall be engaged at the discretion of the Management of Taree RSL and Golf Club Limited.
- The Course Superintendent has the primary responsibility for the supervision of work undertaken by volunteers.
- The Coordinator (representative from the Golf Management Committee) is the person responsible for the recruitment and coordination of the volunteers.
- Management shall have overall responsibility for any expenditure required for volunteering work.
- Volunteers shall carry out their work and duties assigned by the Course Superintendent and the Volunteer Coordinator or their authorised representative/s.
- Volunteer duties will only be allocated in accordance with what is permissible by our insurance provider and any other relevant policies/ procedures or advice.

Volunteers

Volunteers shall;

- be protected from harm
- follow lawful instruction provided by Management, Supervisors or Coordinators.
- undertake work that is within their capability
- follow the rules of Workplace Health and Safety in their work
- be relieved of liability for acts performed within their scope of their volunteering work.

Volunteers agree to;

- undertake tasks as agreed with their Volunteer Coordinator
-



Volunteer Policy

Golf Course Volunteers

- conduct him/ herself in accordance with the organisations policies and procedures
- to undertake training and evaluation as deemed required
- follow the organisations guidelines for risk management.
- wear appropriate clothing including comfortable close toe, slip resistant shoes
- wear sunscreen, hat and other sun protective clothing
- maintain adequate hydration
- follow all vehicle safety guidelines, including golf carts
- practice proper ergonomics
- report unsafe conditions to their supervisor
- maintain a clean and orderly environment free from trip hazards
- be vigilant to surroundings to prevent being struck by a golf ball or equipment
- use proper tools and protective equipment to perform tasks
- take breaks and rest when needed
- sign in and out on the volunteer register

Volunteer Safety Culture

- the safety culture for volunteers is founded on the following expectations;
- SEE something – be aware of your surroundings
- pay attention to behaviour that can cause injury
- identify unsafe conditions and damage to property
- SAY something
- report injuries to your supervisor
- seek first aid
- be proactive and take necessary action
- provide comfort to injured persons
- ensure unsafe conditions will not harm others
- follow safety guidelines

The Organisation – Club Taree

The club recognises that its responsibilities to volunteers and undertakes to:

- provide volunteer tasks that are appropriate to the volunteers skills, abilities and where possible interests.
 - provide volunteers with information, supervision and training in order to perform their task
 - provide volunteers with a safe workplace
-



Volunteer Policy

Golf Course Volunteers

- provide volunteers with Person Protection Equipment (PPE) as may be required to provide a safe workplace as required for Workplace Health and Safety.
- reimburse volunteer expenses, other than travel expenses as may be agreed from time to time.
- Club Taree does not sign off on volunteer work as part of any job search requirements issued by any level of Government.

Responsibilities of the Supervisor

- The Supervisor is to liaise with the Volunteer Coordinator and may assign responsibility for volunteer supervision to the most appropriate person.
- The Supervisor is responsible for the overall supervision of volunteers in accordance with risk mitigation, WHS standards and policies, and other associated policies and procedures.
- The Supervisor shall keep a register of the volunteer's activities undertaken.
- The Supervisor shall ensure that all volunteers are trained and capable of fulfilling the role expected of them.
- The Supervisor shall provide the CEO and the Board with an outline of the volunteer program in his/ her monthly Board report.

Responsibilities of the Golf Management Committee

- The Golf Management Committee is responsible for the recruitment, processing and engagement of volunteers.
- The Golf Management Committee will delegate a Coordinator for each Volunteer Day.
- The Coordinator will liaise directly with the Course Superintendent in the lead up to and scheduled volunteer works.
- The Golf Management Committee is responsible for the active engagement and recognition of volunteer, which may be done in conjunction with the Club Chief Executive Officer.

Procedures

All volunteers and tasks should be subject to the approval of the Chief Executive Officer.

Induction

All volunteers will undertake a period of orientation and training to ensure familiarity with relevant health and safety legislation. This will occur prior to engagement in any activities.



Volunteer Policy

Golf Course Volunteers

Supervision

All volunteers should receive appropriate supervision in the performance of their role(s).

Reimbursement

All volunteers should be reimbursed for expenditures that have received the prior approval of their Supervisor, and that are incurred in the performance of their volunteering work at Club Taree.

Definitions

Supervisor – This is the Course Superintendent, or in his/ her absence the person with delegated authority as issued by the Chief Executive Officer.

Coordinator – This is the person with the delegated authority from the Golf Management Committee.
