



VOLUNTEER MANAGEMENT PLAN

The achievement of the goals of Western Athletics is best served by the active participation of members of the community. To this end, Western Athletics accepts and encourages the involvement of volunteers at all levels of the club and within all appropriate programs and activities. Our members are encouraged to assist in the creation of meaningful and productive roles in which volunteers might serve, and to assist in recruitment of volunteers from the community.

Volunteers are viewed as a valuable resource to Western Athletics and its members. Volunteers will be extended the right to be given meaningful assignments, the right to effective supervision, the right to full involvement and participation, 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, procedures and policies of Western Athletics and our state body Athletics Victoria

Volunteer Roles.

Volunteer roles available at Western Athletics include and are not limited to:-

- Committee Member
- Serving as a member of a sub committees
- Administration
- Volunteer Coordinator
- Team Managers
- Coaching Roles
- Officiating
- Club Helper Duties during Competition
- Equipment maintenance
- Assisting with set up and preparation of competition
- Involvement on coordinating WRRG the recreational running arm of Western Athletics



Volunteer Recognition, Training and Development

Western Athletics will provide opportunities for volunteers to develop their knowledge base and skills in such areas as coaching, officiating and administration through courses and training offered via Athletics Victoria, local council initiatives and training opportunities. Other training opportunities as presented that will enhance the skill base of our volunteers and further develop knowledge in the areas that they volunteer in.

Record Keeping

Due to the increasingly litigious nature of society, sport and recreation organisations should keep accurate and current records of all their activities. This should include involvement by volunteers. A system of records will be maintained on each volunteer with the organisation, including dates of service, positions held, and duties performed, evaluation of work and awards received. Volunteers shall be responsible for submitting all appropriate records and information to the Volunteer Coordinator in a timely and accurate fashion. Records shall be accorded the same confidentiality as all members records.

Policies

Western Athletics is guided by policies of our State Governing Body, Athletics Victoria as well as the policies that have been formed and adopted by Western Athletics. These policies are aimed to assist and guide volunteers in their various roles. These policies will be reviewed adapted and new policies formulated as required.



Policies include:-

- **Model Rules – Incorporations Act**
- **Members Protection Policy**
- **Smoke Free Policy**
- **Photography Policy**
- **Communication Policy**
- **Privacy Policy**
- **Inclusion Policy**
- **Coaches Assistance Scheme**
- **Athletes Assistance Scheme**
- **Volunteer Management Plan**
- **Club records Policy**
- **Coaches Policy**
- **Officials Policy**
- **Recruiting Policy**
- **Equipment and Track Etiquette Policies**

Following is latest version of Volunteer handbook that provides an introduction for Western Athletics volunteers.



Volunteer Handbook

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>

Western Athletics is proudly supported by

The Tigers Clubhouse, Symmetry Physiotherapy, Ray McCormack Autos, Sign Foundry, and
ExHealthrehabilitation Services

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.

About Us

Western Athletics supports athletics in the Western Suburbs of Melbourne, and is affiliated with Athletics Victoria. Members of Western Athletics come from the many suburbs in the Western Region including, the Cities of Wyndham, Brimbank, Hobsons Bay, Melton, Moorabool and the Macedon Ranges. Western Athletics provide highly rewarding competitive, participative & social opportunities to people of all backgrounds, ability levels and ages. Western Athletics provides a welcoming and inclusive club environment along with guidance from highly qualified coaches across the many athletic disciplines.

Each membership year commences with the Cross Country and Road Racing Series (XCR) from May to mid-September and then the Track & Field weekly Shield competition commencing early October and finishes with State Championships in March/April. Western Athletics field teams in both seasons. Teams consist of Open Age Women and Men, 40+ Women and Men and Underage Teams comprising U14, U16, U18 and U20. Individual Club members can enter and compete in the Victorian Track & Field Championships and subject to a qualifying standard can compete at the Australian Track & Field Championships and for the very talented; they may be selected to represent Australia in International events.

Our training facilities are the Victoria University Sporting Complex on Hoppers Lane, Werribee and Parsons Reserve in Sunshine.

Our Committee

- President – Adrian Jeffkins
- Vice President - John Alchin
- Secretary - Peter Cashin
- Treasurer - Graham Shaw
- Registrar - Mechelle Lane
- Social Member – Brenda Cashin
- Publicity Officer - Janice Hodgart
- General Member - Phil Dunstone
- General Member - Ben Mudie

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.

Many people volunteer – it is an expectation which helps to keep the costs down for everyone. Volunteers generally do what they do to assist the club meet its goals but also because they like their involvement:

- They want to help because they like being around the club
- They want to learn new skills and meet new people
- They have skills that the club needs
- They want something to do with their time
- They enjoy their own or their children's participation as a player

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 a committee member. If you have a problem or need to make contact, here are some useful people to contact.

Role	Name	Tel / Email
President	Peter Cashin	0424 419 998
Vice President	John Alchin	0402 060 726
Secretary	Kellie Evans	kellieevans13@outlook.com
Treasurer	Graham Shaw	0408 636 709
Registrar	Adrian Jeffkins	0448 329 577
Social/Fundraising	Brenda Cashin	Cashin.brenda.b@edumail.vic.gov.au
Electronic/Social Media	Ben Mudie	ben@benmudie.com
General	Mechelle Lane	Mechelle.lane@vu.edu.au
General	Karen Sharp	
Winter Competition manager	Phil Dunstone	0411 279 828
Summer Competition	John Alchin	0402 060 726

Getting Started

You may already be familiar with the club and the surroundings, but if not please ask any of the above people to show you around including:

- The toilets
- Where equipment and supplies are kept
- First Aid facilities
- Where to park cars or bicycles
- Where to get a drink when you need it
- Areas where smoking is allowed
- Taken through the Codes of Conduct

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

Volunteer Form

When you start, you need to fill in a Volunteer Registration Form (or add details on the club registration form) which has your contact details, and details of a person to contact in an emergency. This is for our use only and will be kept with member records.

Keeping Everyone Safe

In the next few visits you will also be shown:

- What to do if you hear the fire alarm
- What to do if you hurt yourself at the club
- Where the first aid kit is located
- Who can assist with your injury
- Access for emergency vehicles

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
- Let us know on your Registration Form if you have any medical conditions we should know about
- Notify the Secretary of change of address or phone number

Volunteers may choose to leave at any time, we 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.

Concerns or Complaints

From time to time, issues and grievances will occur within the club – this is natural and we would like to try to resolve this 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.

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

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.

Emergency Volunteers should familiarize 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

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 or the task has unusual cost level attached. 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!