



MUNDIJONG CENTRALS JUNIOR FOOTBALL CLUB

VOLUNTEER MANAGEMENT POLICY

VOLUNTEER PHILOSOPHY

The achievement of the goals of the Mundijong Centrals Junior Football Club is best served by the active participation of the members of the local community.

To this end, the club accepts and encourages the involvement of volunteers at all levels of the club and within all appropriate programs and activities.

VOLUNTEER ELIGIBILITY

The club will accept as volunteers those participating in student community service activities, student work experience projects, corporate volunteer programs and other volunteer referral programs.

In each of these cases, a special agreement must be in effect with the organisation, school or program from which the volunteers originate and must identify responsibility for the management and care of the volunteers.

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. Volunteers shall abide by all rules, policies and the procedures of the club.

OUT OF POCKET EXPENSES

Volunteers are eligible for reimbursement of reasonable expenses incurred while undertaking business for the club. Prior Executive approval must be sought for any major expense.

TRAINING AND EDUCATION

Additional training and educational opportunities will be made available to volunteers while at the club.

This continuing education 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 Executive must be obtained before attending any conference or training 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 Executive as far in advance as possible so that alternative arrangements can be made.

Volunteers may be encouraged to find a replacement; however replacements need to be approved by the Executive Management Committee and fill out all relevant paperwork before approval, this includes all applicable working with children checks.

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.

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 Executive Management 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