**SAMPLE VOLUNTEERING MANAGEMENT POLICY**

**1. Purpose**

[Enter Organisation Name] recognises that Volunteers are an integral part of our organisation and that our people are our most important asset.

The purpose of this policy is to:

* define what we mean by the word Volunteer;
* state [Enter Organisation Name] philosophy on Volunteering, and;
* outline rights and responsibilities of [Enter Organisation Name] and its Volunteers;

**2. Definitions and Scope**

A ‘Volunteer’ is an individual who for personal or charitable reasons freely (and without expectation of financial gain) contributes time, service and skills for the good of [Enter Sport Here].

This policy applies to all those who Volunteer for [Enter Sport Here], regardless of the size, level, or scope of their role. Volunteers may be involved in most [Enter Sport Here] programmes and activities and serve at all levels.

**4. Volunteering Philosophy**

Volunteers are at the heart of [Enter Sport Here]. Without Volunteers, the sport of [Enter Sport Here] as we know it would not exist. Volunteers make it possible for teams to be coached and games to be played and officiated, for Organisation/Clubs to be run and events to be organised and run successfully.

Volunteering for [Enter Sport Here] is inclusive and open to all who are willing to work in line with the rules and values of our sport.

[Enter Organisation Name] will work to ensure that Volunteers are provided with roles that are meaningful and relevant to their needs and interests, treated with respect and as equals, given appropriate induction, training and supervision, offered full involvement and participation and are recognised for their efforts.

**4. Rights and Responsibilities**

[Enter Organisation Name] is committed to involving its Volunteers in facilitating and improving the sport of [Enter Sport Here]. In this undertaking both [Enter Organisation Name] and its Volunteers have rights and responsibilities:

As a Volunteer for [Enter Organisation Name] you have the right:

* To perform a role that is meaningful and satisfying;
* To be assigned to a role that fits your interests and needs;
* To receive the induction, training and supervision necessary to fulfill your role;
* To receive feedback on the tasks you perform;
* To be treated with respect and as an equal partner in our organisation;
* To be trusted with confidential information necessary to carry out your role;
* To be kept informed on relevant matters within [Enter Sport Here];
* To expect that your time will not be wasted by poor planning or coordination;
* To work in a safe and healthy environment, and be given health and safety information relevant to your role, and;
* To be given a copy of [Enter Organisation Name] Volunteering Policy and other policies and procedures that affect your role.

As a Volunteer for [Enter Organisation Name] you have the responsibility:

* To be honest about your expectations and abilities;
* To not take on more responsibility than you can handle;
* To take part in induction, and orientation processes e.g. background checks, paperwork and training;
* To be reliable and punctual or provide notice so that alternative arrangements can be made;
* To be accountable, perform your role to the best of your ability and ask for help when you need it;
* To follow organisational policies and procedures;
* To respect those confidences entrusted to you;
* To voice your opinion and have input on ways in which your role might be performed better;
* To be open-minded and respectful of others opinions, and;
* To represent [Enter Sport Here] accurately and positively to others.

[Enter Organisation Name] will make every effort to ensure that Volunteers are advised of their rights and responsibilities.

**5. Out-of-pocket expenses**

Volunteers are eligible for reimbursement of reasonable expenses incurred while undertaking business for the club. The volunteer coordinator shall distribute information to all volunteers regarding specific items that may be reimbursed. Prior approval must be sought for any major expense.

[Enter Organisation Name]

**SAMPLE EXPENSE FORM**

(Add Organisation Contact Details here - Postal Address, telephone, fax and email)

**Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Phone:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Address:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Expense Activity:**

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|  |  |  | **OFFICE USE ONLY** |
| **Date** | **Details** | **Amount** | **Event** | **Code** |
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Total Expenses $ \_\_\_\_\_\_\_\_\_\_\_

**NB: Please remember to attach all receipts**

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **AUTHORISED:**

 **Checked Manager: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Checked Accounts: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**