

VOLUNTEER HANDBOOK



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Face Book: <http://www.facebook.com/pages/Ballarat-YCW/209879939078452>

Volunteer Handbook

Welcome

Thank you for volunteering at Ballarat YCW Harriers. Volunteers are 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 additional information please ask.

About Us

Ballarat YCW Harriers Athletic Club – Athletic Excellence since 1946

Fitness, family, fun and the thrill of competition. That's a great way to describe YCW Harriers.

The club offers athletic competition for the elite, social and families in a friendly atmosphere

YCW Harriers is the largest athletics club in regional Victoria, with over 400 junior and 100 senior members. Over the years, we've produced some of Australia's most successful runners, including Steve Moneghetti, Tony Benson, Shaun Creighton, Sharon Russell (nee Stewart), Shane Nankervis and Jared Tallent.

For over 65 years, the YCW Harriers athletics club has been providing the people of Ballarat with the opportunity to compete in athletics events of all types. These include:

- Cross Country running
- Road running
- Track and Field
- Junior athletics and Little Athletics
- Athletics coaching

There's more than just competition at Ballarat YCW. As well as an opportunity to compete at club, regional or state level, we offer:

- Both summer track and field and winter cross country and road racing events
- A chance to rub shoulders with some of Australia's elite athletes
- Friendship
- Accredited coaching
- A healthy lifestyle
- Clubrooms above Llanberris Reserve in Ballarat
- Great social events.
- Committee Meetings are held 3rd Monday of every month at our clubrooms

Volunteer Handbook

President	Sean Mahar	0408 142 791
Secretary/Registrar	Kelly Dawe	0413 570 822
Treasurer	Simon Tournier	0438 394 764
Vice President	Paul Hayes	0429 149166
Junior Director/Handicapper	Brian Howlett	5339 1521
Winter Director	Andrew Blood	
Results/Web Administrator	Paul Hayes	0429 149 166
Summer Director	Ashley Rogers	
Hall Manager	Richard Walsh	5342 0895
Social Director	Natalie Atherton	
News Letter	Helen Rieniets	5339 2820
Trophy/Awards Director	Marita Rieniets	
Senior Handicapper	Mick Hayes	
BRC Delegates	Helen Rieniets Andrew Wilson	
Committee Members	Matt Blood	

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 in the canteen etc. 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 someone on the committee. If you have a problem or need to make contact, here are some useful people to contact.

Role	Name	Telephone	Email
President	Sean Mahar	0408 142 791	president@ballaratycw.com.au
Secretary	Kelly Dawe	0413 570 822	secretary@ballaratycw.com.au

Getting Started

You may already be familiar with the club and the surroundings, but if not please ask a committee member to show you around including:

- The toilets
- Equipment and supplies are kept in club trailer
- First Aid facilities are kept in club trailer
- Where to park cars or bicycles – in a safe spot
- Where to get a drink when you need it – most venues have no water. Please bring our own water.
- 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 player records.

Keeping Everyone Safe

In the next few visits you will also be shown:

- What to do if you hurt yourself at the club – report to President or Secretary
- First aid kit is located in club trailer
- We have a number of First Aiders at our runs
 - ◆ Kirrily Caldwell
 - ◆ Rob Jones
 - ◆ Ashely Rogers
 - ◆ Helen Rieniets
 - ◆ Matthew Blood
 - ◆ Natalie Atherton

If you see something that you think is unsafe, please alert the President.

What You Can Expect from Us

Whilst at Ballarat YCW Harriers 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 to the Coach or Team Manager;
- Or speak to one of the Executives of our Committee
 - President – Sean Mahar
 - Vice President – Paul Hayes
 - Secretary – Kelly Dawe
 - Treasurer – Simon Tournier

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 (Smoking is banned by the Victorian Law, within 10 metres of outdoor sporting venues)

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.

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

Ballarat YCW Harriers is a smoke-free environment. Smoking is not permitted at any events.

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.

Attachments: These can be found on our website under the **Policies Tab.**

Code of Conduct
Volunteer Registration Form

Ballarat YCW Harriers Policies can be viewed from our website at www.ballaratycw.com.au or in our clubrooms in our policies folder.

Thank you again for joining our team of volunteers!

Document Control

Date	Version	Initials	Comments
21/12/15	1	KD	Initial Policy Adopted