



Australian
Calisthenic
Federation

VOLUNTEER POLICY

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Australian Government

Australian Sports Commission

Preface

The Australian Calisthenic Federation (ACF) values and respects the contribution of all our volunteers in whatever capacity they may fulfil.

The work done by volunteers is essential to the functioning of the ACF and our Affiliated Organisations and without such the sport's capacity would be greatly diminished.

Elizabeth Kratzel

President

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1 Purpose

- 1.1 The purpose of this Policy is to ensure volunteers have work that is safe, significant, fulfilling and appreciated.

2 Scope

- 2.1 This Policy applies to The Australian Calisthenic Federation (ACF) and all its Affiliated Organisations.

3 Definitions

- 3.1 In this Policy defined terms will be in accordance with the ACF Constitution unless otherwise defined.

Affiliated Organisations: Member States and their Affiliated Organisations (ASCA, Coaches Association), ACFCC, AAB and EAB

Members:

- a person who is registered with a club or Affiliated Organisation
- a Member State as defined in the ACF Constitution
- Life Members of the ACF
- such new categories of Members, created in accordance with Rule 8(2) of the ACF Constitution.

Volunteer: A volunteer is a person who chooses to contribute time, skills and experience for no payment (except where out of pocket expenses are incurred) to benefit the organisation.

4 Value of Volunteers

Volunteers are an important part of Calisthenics. They:

- ensure smooth and efficient daily operations
- ensure compliance to legislation
- enable the growth of the sport through marketing and keeping in step with community needs
- reduce the operating costs and therefore fees of the sport to a level affordable by most families.

Volunteering can also be a valuable source of purpose for many people and this 'need to be involved' should be respected within Calisthenic organising bodies.

5 Insurance

- 5.1 Voluntary workers are covered under the ACF's Professional Indemnity/Liability/Personal Accident Insurance Policy and the Directors and Officers Liability Insurance Policy.

6 Rights and Responsibilities

- 6.1 All volunteers shall have the right to:
- be respected by other volunteers, staff and patrons for their efforts
 - listened to
 - perform to the best of their ability
 - be recognised for their service
 - be involved and participate fully
 - be treated equally in the course of volunteering.
- 6.2 In return volunteers shall agree to:
- perform their duties to the best of their abilities
 - abide by the goals and procedures of ACF
 - maintain confidentiality of sensitive information
 - not be wasteful of ACF resources.

7 Recruitment

- 7.1 All volunteers are subject to the screening requirements set out in the ACF National Member Protection Policy.
- 7.2 All volunteer positions should be advertised widely throughout the Calisthenic community to encourage participation (See Attachment A for recruitment ideas).

8 Training and Supervision

- 8.1 All volunteers will be placed in a position which matches or extends their existing skill level (See Appendix A for guidelines)
- 8.2 All volunteers shall be offered appropriate information and training to discharge their functions to a specified standard.
- 8.3 All volunteers shall receive appropriate levels of supervision in the exercise of their functions.
- 8.4 Volunteers will be asked annually how their volunteering work environment could be enhanced even further.

9 Reimbursement

- 9.1 All volunteers shall be reimbursed for all approved expenditure incurred in the exercise of their functions as determined by the ACF or its Affiliated Organisations' reimbursement procedures.

10 Recognition of Voluntary Service

- 10.1 The ACF strongly recommends all volunteers are recognised for their efforts. Guidelines for Volunteer Recognition can be found in Attachment A.

11 Poor Performance

- 11.1 If a volunteer does not perform their duties to the required standard, the Supervisor should:

- seek feedback as to the reason performance standards are not met
- provide training if the underperformance is a skill issue
- resolve any procedural and process limitations such as lack of equipment or communication issues which could be a hindrance to performance
- find alternate tasks more suited to the volunteer's skill level if the above strategies do not resolve the performance shortfall.

- 11.2 Volunteers may have their duties terminated in a sensitive and dignified manner if they:

- do not perform their duties to the required standard after activities in 11.1 have been implemented
- do not adhere to the policies of the ACF or its Affiliated Organisations.

12 ATTACHMENT A

Our Volunteer Base

Volunteers could be found in the following community groups:

- Parents
- Seniors and Intermediates
- Life Members
- Mothers of retired seniors
- Retired seniors
- Current coaches
- Retired coaches
- Retired adjudicators
- Grandparents
- Retirement Village residents
- School community projects
- Volunteers Aust (list)
- Probus
- Uni/TAFE students
 - work experience projects
 - field placement
 - VETFSS –DET
 - Event management students
 - Sport management students
- Retired tradespeople
- Dads, boyfriends, brothers
- Disadvantaged youth – to build skills for CV

Attracting Volunteers.

Many people do not **offer** to volunteer but can be attracted and enticed through:

- Offering a personal invitation
- Providing catering throughout the task
- Having a daughter/Dad's day
- Having family days where the club administrators and coaches circulate and speak to everyone present
- Advertising tasks on the web sites, facebook and twitter
- Setting up a volunteers register – specifically ask people at a coaches meeting, or administration meeting
- Asking an existing volunteer to invite a friend to help them at the next volunteers session
- **Groups of seniors and retired seniors:**
 - Conducting re-unions. Keep in touch with retired seniors and their mothers through sending out club newsletters and issuing invitations to club functions. Offering personal invitation.
 - Asking them to work in groups so that it becomes a social fun activity.
 - Giving them a catchy name – for example 'chicks with attitude'.

Guidelines for Assigning Volunteers to Tasks

Give some thought to the following factors in order to provide a rewarding volunteer experience:

- Ask new volunteers to do only small non-overwhelming tasks – break big tasks into small tasks.
- Provide a clear job description outlining the expectations of the volunteer to prevent overwork and assist with future recruitment .
- Assign tasks to skill level of volunteer.
- Train staff and provide clear directions of duties.
- Be organised and prepared when allocating work to a volunteer.
- Assign a buddy to work with volunteers - it is more fun to work with people.
- Make contact with the volunteer throughout the task and encourage feedback.
- Provide catering throughout the task.
- Offer to reimburse expenses.
- Encourage volunteers to develop their skills and assist them to assume additional and greater responsibilities.
- Create understudy roles for large functional positions.

Guidelines for Volunteer Recognition

The following guidelines can assist when recognising volunteers:

- Recognise all volunteers in some way.
- Give personal recognition, specific to the individual's needs and wants.
- Provide a clear job description outlining the expectations of the volunteer to prevent overwork and assist with future recruitment.
- Pay personal attention to volunteers – get to know them and show an interest in what is happening in their lives.
- Understand the motivation of our volunteers.
- Endeavour to recognise our volunteer's efforts in a timely manner.
- Provide both formal and informal recognition.
- Encourage volunteers to develop their skills and assist them to assume additional and greater responsibilities.
- Assist volunteers in maintaining appropriate records of experience that will help them in future career opportunities, both paid and volunteer.

Recognising and Rewarding Volunteers

There are many ways a volunteer can be recognised and rewarded for their efforts. Below is a list of possible options that can be adopted as a part of Volunteer recognition.

Informal:

- Offer praise / thanks to volunteer while on the job.
- Reimburse out of pocket expenses.
- Encourage and listen to volunteers ideas.
- Provide club t-shirts, caps, photos, etc. free of charge.
- Give complimentary tickets to functions / events.
- Have a club competition to build up points for volunteering with a big prize at the end.

Formal:

- Write letters/postcards of thanks.
- Write letters of reference including details of service.
- Provide funding for training courses, conferences and seminars.
- List volunteer's names in newsletters or programs or on a poster in the theatre foyer.
- Present volunteer awards at AGM / Presentation night.
- Present awards for specified numbers of years of service.
- Award Life Memberships.