**Camberwell Magpies Cricket Club – Volunteer Policy**

**1. Purpose**

The purpose of this Volunteer Policy is to outline the expectations and responsibilities for all volunteers involved with the Camberwell Magpies Cricket Club. Volunteers play a vital role in supporting the club’s activities, and this policy ensures that their contributions are acknowledged and that their time, skills, and efforts are respected and supported.

**2. Scope**

This policy applies to all volunteers engaged with the Camberwell Magpies Cricket Club, including players, coaches, staff, administrators, and any individuals who provide their services to the club on a voluntary basis.

**3. Volunteer Commitment and Roles**

**3.1 Volunteer Roles and Responsibilities**

* Volunteers will be assigned specific roles based on their skills, interests, and availability. These roles may include, but are not limited to:
	+ Coaching or assisting with team training.
	+ Event coordination and support (e.g., match day, fundraisers, community events).
	+ Administration support (e.g., registration, communications).
	+ Refereeing or umpiring during matches.
	+ Grounds maintenance and facilities management.
	+ Promoting the club through social media or marketing.
* Volunteers will receive a clear description of their role, expectations, and any necessary training or resources to help them succeed.

**3.2 Time Commitment**

* Volunteers will be asked to commit to a certain number of hours or specific tasks, but this will be flexible depending on the individual’s availability.
* Volunteers are encouraged to discuss their availability with the club’s volunteer coordinator or other relevant club personnel, ensuring expectations are realistic for both parties.

**3.3 Professional Conduct**

* Volunteers are expected to maintain a professional and respectful demeanor while volunteering. This includes interacting positively with members, players, staff, and the broader community.
* Volunteers should maintain confidentiality regarding any sensitive information about the club, players, or other volunteers.

**4. Volunteer Support and Recognition**

**4.1 Volunteer Training and Development**

* The club is committed to providing appropriate training and support to ensure volunteers are equipped to carry out their roles effectively.
* Volunteers may receive training in areas such as coaching, child protection, first aid, and event management, depending on their specific roles and responsibilities.
* Regular feedback and support will be provided to ensure that volunteers feel confident and capable in their positions.

**4.2 Volunteer Recognition**

* Volunteers are highly valued and appreciated for their time and contributions. The club will regularly recognize and celebrate their efforts, both informally and through structured recognition initiatives such as:
	+ Volunteer appreciation events.
	+ Public recognition during club events or in newsletters.
	+ Acknowledging volunteers’ contributions in social media posts or on the club’s website.

**4.3 Expenses and Reimbursement**

* The club will reimburse volunteers for any reasonable expenses incurred while performing their roles (e.g., travel expenses, purchasing materials) in accordance with the club’s financial policies.
* Volunteers should keep receipts for any reimbursable expenses and submit them to the club’s treasurer or volunteer coordinator for processing.

**5. Code of Conduct**

**5.1 Respect and Inclusivity**

* Volunteers must uphold the club’s values of inclusivity, respect, and fair play. This means:
	+ Treating all members, players, and staff with respect and dignity.
	+ Creating a welcoming and supportive environment for people of all backgrounds, abilities, and identities.
	+ Ensuring that no form of discrimination, bullying, or harassment is tolerated within the club environment.

**5.2 Health and Safety**

* Volunteers must adhere to all health and safety regulations to ensure a safe environment for themselves, other volunteers, players, and supporters.
* Volunteers should report any unsafe conditions, incidents, or accidents immediately to the volunteer coordinator or relevant club personnel.

**5.3 Child Protection and Safeguarding**

* The Camberwell Magpies Cricket Club is committed to the safety and well-being of all young members and players. All volunteers involved in working with children or vulnerable adults must undergo appropriate background checks, such as working with children checks, and must adhere to the club’s child protection policies.
* Volunteers should report any concerns regarding the welfare of children or vulnerable individuals to the designated child protection officer immediately.

**6. Communication and Feedback**

**6.1 Open Communication**

* The club encourages open and transparent communication between volunteers and club management. Volunteers should feel comfortable providing feedback on their roles and experiences.
* Volunteers will be given an opportunity to meet with the club’s volunteer coordinator or relevant club representatives to discuss any concerns or suggestions for improvement.

**6.2 Regular Check-ins**

* Regular check-ins will be held to ensure volunteers are happy in their roles and to address any challenges they may be facing. This will also provide volunteers with the opportunity to give feedback on their experiences.

**7. Confidentiality and Privacy**

**7.1 Confidential Information**

* Volunteers must respect the confidentiality of information they may encounter during their work with the club. This includes sensitive personal information about players, other volunteers, and the club’s operational matters.
* Volunteers are required to sign a confidentiality agreement if necessary, particularly when dealing with sensitive information such as financial data or personal player details.

**8. Equal Opportunity**

The Camberwell Magpies Cricket Club is committed to providing equal opportunities for all individuals. Volunteers will be selected and treated based on their skills, experience, and commitment to the club, regardless of race, gender, disability, sexual orientation, age, or religion.

**9. Termination of Volunteer Role**

**9.1 Voluntary Withdrawal**

* Volunteers are free to withdraw from their roles at any time. We ask that they notify the volunteer coordinator or relevant club personnel in advance if they wish to step down.

**9.2 Disciplinary Action**

* Volunteers who breach the terms of this policy, engage in inappropriate behavior, or fail to fulfill their responsibilities may face disciplinary action, up to and including removal from their volunteer role.
* Any disputes or concerns regarding volunteer conduct will be handled fairly and in accordance with the club’s grievance procedures.

**10. Policy Review**

This Volunteer Policy will be reviewed annually to ensure it remains relevant and effective. Any updates or changes to the policy will be communicated to all club members, staff, and volunteers.

**Conclusion**

Volunteers are the backbone of the Camberwell Magpies Cricket Club, and we are grateful for their contributions. By following this policy, we can ensure that volunteers have a rewarding and supportive experience while helping the club thrive.