

PCASA - Volunteer Management Policy

Purpose

The Volunteer Management Policy is designed to ensure best practice management of volunteers involved with Pony Club Association of South Australia Incorporated ("The State"). The policy aims to clearly define the relationship between the State and volunteers by setting out expectations of The State and outlining the rights and responsibilities of volunteers.

Scope

The policy applies to all volunteers involved in activities and events organised by The State.

Definitions

Volunteer is an individual who agrees to undertake activities to benefit The State. Volunteers offer their time of their own free will for no financial reward.

Reimbursement is payment to the volunteer for any pre-approved expenses incurred during the course of their activities with The State.

Vulnerable people may be at risk of abuse or exploitation due to their dependency on others. This may include but is not limited to children, people with a disability, the frail, aged and people from non-English speaking backgrounds.

Children are young people under the age of 18 years.

Policy Statement

State Incorporated values and encourages the involvement of volunteers in the State movement on local, zone and national levels. The State recognises the added value that volunteers bring to the organisation and management of The State and we benefit their contribution.

Application of the policy

Protection and Insurance

Volunteers will receive the same legal protection as all members of The State in terms of Occupational Health and Welfare, the Equal Employment Opportunity and Privacy Legislation. Insurance cover is provided for volunteers who are listed in the volunteer register kept by The State, Zones and clubs.

Induction and Training

Volunteers will be given an induction to The State, Zones or Clubs and be provided with training were needed.

Volunteer Protection

Volunteers are covered by the same provisions and protections outlined in the member protection policy that covers financial members of the State Incorporated. A copy of the member protection policy is available on the PCASA web site. Working with Children Check (compulsory)

Volunteers must have a Working with Children Check issued by the Department of Human Services where their role involves either of the following:

Working with Children

During the ordinary course of their duties, it is reasonably foreseeable that the person will work with children

Conflict of Interest

No person who has a conflict of interest with any activity or program of the State whether personal, philosophical or financial shall serve as a volunteer with the State. When a potential conflict of interest does arise, volunteers must declare their interest.

Finance

Where appropriate, reimbursement may be provided by the Treasurer to cover out-of-pocket expenses incurred by volunteers

Rights of Volunteers

Every volunteer within The State has the right to:

- A) Be treated fairly and respectfully and be valued as an important member of The State;
- B) Work in a safe environment;
- C) Have complaints or grievances heard in accordance with The States policy and procedures;
- D) Every volunteer has a duty of care to ensure they are operating in a safe manner and to report any potential risks, hazards or dangers you identify during your involvement with The State. These matters can be reported to a member of the committee.

Responsibilities of Volunteers

The State determines the following as responsibilities of volunteers

- a) To become familiar with PCASA rules, bylaws and policies
- b) To respect and maintain confidential information
- c) To participate in training and development as determined by the committee of the State Incorporated
- d) To work in a safe manner
- e) To inform The State if they are unable to attend an event they had agreed to volunteer at.
- f) To attend their duties punctually and perform tasks appropriately

Dismissing Volunteers

Volunteers who do not adhere to the rules and procedures of the State or 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 the possible dismissal during a meeting with at least two Executive Committee members.

Possible grounds for dismissal may include, but 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 State policies and producers and failure to satisfactorily preform assigned duties.

Volunteer Recognition

The State relies on continual support from families to ensure its success. It is therefore imperative that we recognise the efforts of our volunteers and acknowledge their input, which ultimately is the underlying foundation of the State.

Review- The policy will be reviewed in line with The State’s annual policy review.

Access to the policy- The policy will be available in the polies which can be found on the web page.

Policy Accepted by the committee of the club on:

_____ Day of _____ 2020

Signing off:

President...  Print name...Ann Olsen

Date: 01/01/2024 Name of Club: Pony Club Association of S.A. Inc.

This policy or code is set for review every twelve months by Pony Club Association of S.A. Incorporated.