

Old Concordians Cricket Club Staff & Volunteer Management Policy

Policy Overview

This policy is designed to support volunteers and act as a guideline for good practice across the organisation. The Old Concordians Cricket Club (OCCC) does not currently employ any staff. At times the club provides an honorarium for roles taken on, such as 'club coach' and 'pitch preparation', however, these remain a volunteer rather than staff role.

National Standards for Volunteer Involvement 2015

The National Standards produced by Volunteering Australia in 2015 incorporate the following principles:

- Volunteer involvement should be a considered and planned part of an organisation's strategic development, aligning with the organisation's strategic aims and incorporated into its evaluation framework.
- Effective volunteer involvement requires organisational leadership, and a culture and structure that supports and values the role of volunteers.
- Volunteers have rights, which include the right to work in a safe and supportive environment with appropriate infrastructure and effective management practices.
- Volunteers have responsibilities, which include acting responsibly, being accountable for their actions to the organisation, and respecting the organisation's values and practices.

Benefits of Volunteering

Individuals volunteer for many reasons, from wanting to develop new skills and relationships to giving something back to the club or community.

Benefits to volunteers include:

- A contribution to life-long learning;
- The development of personal and professional skills, including leadership skills
- The development of skills in a different way, outside of the normal working environment
- Personal fulfilment
- Improvements to social skills, mental health and general wellbeing.

OCCC recognises that volunteering can have a multitude of positive benefits, both within the club and also personally. Members and supporters who volunteer can use the skills that they have developed to help the club or community. By volunteering they may learn new skills including, for example, leadership qualities; and improve their morale, physical health and work life balance.

Club Support

OCCC will:

- Encourage members and supporters to volunteer on the club executive committee.
- Define the roles of each executive committee member through updating the Committee Member Handbook each year.
- Support volunteers by offering training and development courses to applicable roles;
Eg. Level 1 coaching courses for senior players, captains and net captains.
Eg. Level 1 and 2 coaching courses for a club coach.
Eg. StarClub conferences for club leadership and administration.
Eg. Induction in using the roller for pitch preparation.
- Encourage members and supporters to volunteer their time in a variety of informal ways, eg. cooking a barbeque, sell a raffle ticket, attend a fundraiser night.
- Support all volunteers by providing advice through the executive committee.
- Provide all volunteers with a safe environment, where the risk management policy identifies safety issues.
- Through the executive committee, led by the club president, identify any issues with volunteers not performing their role appropriately, and provide support to allow them to continue their volunteer role, or find an alternative volunteer for that role.

Applications to volunteer

Applications to volunteer to the OCCC are made either:

- To the Club President – for an official position on the club executive committee
- To the Club Executive Committee – for an official position as a captain
- By nominations at the club annual AGM – for official positions above
- To the Club President – for an official position as a club coach
- To the Club Executive Committee – for any other honorarium role
- Informally volunteering to support club events throughout the year