

BENDIGO TENNIS ASSOCIATION

VOLUNTEER MANAGEMENT POLICY

(March 2021)

INTRODUCTION

The Bendigo Tennis Association relies heavily on the unpaid work of volunteers and values their contribution extremely highly.

PURPOSE

This policy is intended to ensure that volunteers working with the Bendigo Tennis Association have work that is safe, significant, fulfilling, and undertaken of the volunteer's own free will without coercion, done for no financial gain in a position not designated as paid underpinned by the "Principles of Volunteering".

All volunteers shall be treated with respect and gratitude for their contribution.

Volunteers shall carry out duties assigned by the Committee of Management of the Bendigo Tennis Association and may include, but not limited to, management of events, facilities and competitions.

PRINCIPLES OF VOLUNTEERING

Volunteering benefits the community and the volunteer volunteering is always a matter of choice.

Volunteering is an activity that is unpaid and not undertaken for the receipt of salary or honorarium.

Volunteering is a legitimate way in which people can participate in the activities of their community.

Volunteering is a vehicle for individuals or groups to address human, environmental and social needs

Volunteering respects the rights, dignity and culture of others.

Volunteering promotes human rights and equality.

RESPONSIBILITIES

It is the responsibility of the Committee of Management of the Bendigo Tennis Association to actively cultivate, support and enable appointed volunteers. This should be in line with their skill set and area/s of passion and available time allocation.

Volunteers' responsibilities include:

- being reliable
- respecting privacy and confidentiality
- carrying out the volunteering job as specified by the Committee of Management
- being accountable for your own actions
- being committed to the project or organisation you are working for
- undertaking orientation and training as requested
- asking for support or assistance when needed
- giving notice before you leave
- assist in cultivating replacement volunteer/s, and
- valuing and supporting other members of the team.