



BOWLS NORTHERN TERRITORY INC. VOLUNTEER POLICY

DATE IMPLEMENTED	1 st June 2020
REVIEW DATE	31 st June 2023
LAST AMENDED	25 August 2016

PURPOSE: This policy provides guidelines to recruit, retain and recognise volunteers.
Bowls Northern Territory Inc. (BNT) acknowledges that volunteers play an integral role in all areas of our sport - the continued growth of our sport and its activities is greatly enhanced by the dedicated people who make up our volunteer base across the NT.

SCOPE: This policy is to be followed by all *BNT* staff, *BNT* Board, contractors and any member who engages with volunteers.

DEFINITION: "A *volunteer*" is a person who undertakes a role and works for *BNT* without financial payment or reward.

"*Board*" is the Board of Bowls NT

"*BNT*" is Bowls Northern Territory.

***BNT* will:**

- Provide volunteers with access to all relevant policies and procedures relating to volunteers.
- Treat volunteers with personal dignity and respect, and not discriminate against in any way.
- Provide the necessary training and orientation so volunteers can perform their role effectively and efficiently.
- Ensure the work of the volunteers compliments the work of the staff.
- Maintain the privacy of volunteers' personal information as per the Privacy Act.
- Acknowledge the rights of volunteers in accordance with applicable statutes, laws and relevant legislation.
- Provide access to an internal grievance process and have complaints dealt with fairly, promptly and confidentially.
- Develop up to date job descriptions clearly identifying their responsibilities and roles and are consulted if these change.
- Acknowledge the contributions of volunteers.
- Provide adequate and appropriate insurance cover.
- Treat volunteers as important team members and provide support and management.
- Provide a healthy and safe workplace for all volunteers.
- Engage volunteers in roles that match their skills, interests and experiences.
- Reimburse volunteers with agreed and approved expenses incurred on behalf of *BNT*.

VOLUNTEER ROLES

There are a number of volunteer roles available in BNT including the following:

- BNT Board
- BNT Team Manager
- BNT Committee Member
- General Volunteer
- Coach including Assistant Coach

In addition to having the skills and knowledge to perform the role, there are a number of legislative and procedural requirements for each role. A brief outline of these requirements is below and more information is available by contacting *BNT*.

As a condition of *BNT* funding from the Department of Sport, Recreation and Racing all Board members and representative coaches must complete two modules of **Play by the Rules training** (Harassment & Discrimination and Child Protection). A certificate of completion must be provided to BNT as evidence of having completed the training. See <http://www.playbytherules.net.au/> for more details.

Any volunteer in contact with athletes under the age of 18 must have a **current NT Ochre Card** (Working with Children Check) issued by Safe NT. See <http://www.workingwithchildren.nt.gov.au/> for more details.

BNT Board

The *Board* is comprised of elected and appointed Directors, who demonstrate the skills and knowledge required for each position. Information on the composition and selection of the board is available in the *BNT* Constitution.

All Board members must complete Play by the Rules training – Child Protection and Harassment & Discrimination.

Coach

Coaches can be involved with *BNT* across a few programs, but the most likely involvement is with a BNT team or working with the local development/academy program.

All coaches must:

- hold a current accreditation from *Bowls Australia*, and maintain this accreditation throughout their involvement,
- have a current NT Ochre Card if in contact with athletes under the age of 18,
- complete ASADA's Level 1 & 2 Anti-Doping Course,
- Complete Play by the Rules – Child Protection and Harassment & Discrimination.

Team Manager

Team managers are required to accompany all BNT representative teams. Like coaches, team managers play an integral part in any team.

Team managers must:

- be at least 18 years of age,
- hold a current Apply First Aid certificate,
- have a current NT Ochre Card if in contact with athletes under the age of 18,
- complete ASADA's Level 1 & 2 Anti-Doping Course,
- Complete Play by the Rules – Child Protection and Harassment & Discrimination.

General Volunteer

Volunteers who work in a variety of roles for *BNT* which may include but is not limited to the following:

- Sub-committee members
- Fundraising activities
- Assistants to teams other than Team Manager
- Tournament Directors
- Technical Officials such as Umpires, Markers etc. .

These roles require the volunteer to hold relevant accreditation from *Bowls Australia* as well as a current Working with Children Card if working with athletes under 18.

1st June 2020

