McLaren Flat Recreation Ground Inc
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VOLUNTEERING POLICY

Policy Number: 3	Approved by Committee:	12/08/2026
Version: 2	Scheduled review date:	01/08/2028
Related Documents: Constitution Regulations MFRG Member Protection and Child Safe Environment Policy 1 Volunteer Induction Information G1		

PURPOSE

To ensure that volunteers are valued, supported and treated with respect and that volunteer management complies with legal requirements and Volunteering Australia's National Standards for Volunteer Involvement.

POLICY STATEMENT

McLaren Flat Recreation Ground (MFRG) values the role of volunteers as essential to the organisation.

Volunteers are respected for their skills and talents. MFRG aims to maximise volunteers' potential by creating opportunities to utilise their talents and abilities and supporting them to develop social connections.

The Volunteer Policy applies to all volunteers of MFRG, long and short-term as well as the Management Committee.

MFRG WILL:

- Clearly specify the work of volunteers through role descriptions to ensure that roles match volunteers' skills, interests and capabilities.
- Provide induction and training to volunteers and ongoing support as required.
- Provide a safe and healthy environment for volunteers, so far as is reasonably practicable and ensure volunteers know how to report hazards, incidents and injuries.
- Reimburse volunteers for purchases made in good faith where the purchase is reasonable and receipts can be provided. Volunteers will not be reimbursed for general costs e.g. phone, travel unless approved.
- Maintain an appropriate level of insurance cover for volunteers.
- Recruit and screen volunteers fairly and consistently, including police and Working with Children Checks where required.
- Provide a fair and confidential process for raising and resolving grievances or complaints involving volunteers.
- Keep volunteers' personal information confidential and store it securely.
- Recognise and celebrate the contribution volunteers make to MFRG and the community.

VOLUNTEERS:

Must be aware of the relevant legislative requirements related to their role e.g. Work Health and Safety Regulations; Volunteers Protection Act 2001 (SA).

Must adhere to the policies and Code of Conduct (MFRG Member Protection and Child Safe Environment Policy 1) and need to understand that failure to do so may result in disciplinary action or dismissal.

Have the right to refuse work which is outside their role description.

Have the right to leave their role but should give as much notice as possible. MFRG can decide to terminate a volunteer position for just cause e.g. gross breach of the Code of Conduct. Dismissal in other instances will be a last resort after other attempts or approaches have failed.

POLICY REVIEW

This policy will be reviewed by the Management Committee every two years, or sooner if changes in legislation or MFRG's circumstances require it.

POLICY APPROVAL

This Policy was adopted by the Management Committee of McLaren Flat Recreation Ground Inc on:

Date: 12 August 2026.....

Review Date: August 2028 .....