McLaren Flat Recreation Ground Inc
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VOLUNTEER INDUCTION INFORMATION GUIDELINE

Document No: G1	Approved by Committee:	12/08/2026
Version: 2	Scheduled review date:	01/08/2027
Related Policy: Constitution Regulations Volunteering Policy 3 MFRG Member Protection and Child Safe Environment Policy 1 Work Health and Safety Policy 2		

Welcome and thank you for volunteering with McLaren Flat Recreation Ground (MFRG)

Volunteers are essential to the success of our community club and sporting facilities. This induction document is designed to help you understand who we are, how we operate, and what you can expect as a volunteer.

About McLaren Flat Recreation Ground

McLaren Flat Recreation Ground Inc is a volunteer-run community association that:

- Operates a community club that hosts events for the local community
- Maintains sporting grounds and facilities
- Leases sporting facilities and amenities to local sporting clubs, hires facilities to community groups and members of the public.

The Recreation Ground plays an important role in supporting healthy, connected, and active community life in McLaren Flat.

Our Commitment to Volunteers

MFRG values the contribution of all volunteers and recognises that they are essential to the organisation. In line with the **Volunteering Policy**, MFRG is committed to:

- Treating volunteers with respect and fairness
- Clearly defining volunteer roles through role descriptions
- Providing induction, guidance, and ongoing support
- Offering a safe and healthy environment so far as is reasonably practicable
- Ensuring appropriate insurance coverage for volunteers
- Reimbursing approved out-of-pocket expenses when receipts are provided

Volunteer Roles

Volunteers assist in many areas, which may include:

- Community events and functions
- Bar, kitchen, or canteen support
- Grounds and facility maintenance
- Administration and committee support

Each volunteer role is matched to individual skills, interests, and availability. You will be provided with information relevant to your specific role.

Volunteer Rights

As a volunteer with MFRG, you have the right to:

- Receive a clear description of your role and responsibilities
- Be supported and supervised in your role
- Work in a safe and healthy environment
- Refuse tasks that fall outside your agreed role
- Be treated with respect and without discrimination
- Have your personal information kept confidential
- Raise concerns or complaints and have them handled fairly and confidentially,

Volunteer Responsibilities

All volunteers are expected to:

- Act in a respectful and professional manner
- Follow MFRG policies, procedures, and the Code of Conduct
- Comply with relevant legislation, including Work Health and Safety requirements and the Volunteers Protection Act 2001 (SA)
- If applicable, complete any screening checks required for the role (e.g. a police check or Working with Children check) before commencement
- Carry out tasks safely and within your capabilities
- Report hazards, incidents, or concerns promptly
- Represent MFRG positively within the community

Failure to adhere to policies or expected standards of behaviour may result in disciplinary action or dismissal from a volunteer role.

Work Health and Safety (WHS)

MFRG is committed to providing a safe environment for volunteers, members, and visitors.

As a volunteer, you must:

- Take reasonable care for your own safety and the safety of others
- Follow safety instructions and use equipment correctly
- Report hazards, injuries, or near-miss incidents as soon as possible
- Not undertake tasks you are not trained or authorised to perform

If you are unsure about how to safely complete a task, always ask.

Insurance and Legal Protection

MFRG maintains appropriate insurance coverage for volunteers while they are carrying out approved activities on behalf of the organisation. Volunteers are also expected to act within the scope of their role and follow organisational policies to ensure coverage applies.

Expenses and Reimbursements

Volunteers may be reimbursed for approved purchases made in good faith where:

- The expense is reasonable
- Prior approval has been given (where required)
- A receipt is provided

General costs such as phone usage or travel are not reimbursed unless approved in advance.

Support and Communication

Volunteers are supported by:

- The Management Committee
- Designated coordinators or event leads
- Fellow volunteers and club representatives

If you have questions, concerns, or suggestions, you are encouraged to raise them with your supervisor or a committee member. Complaints or grievances will be handled fairly and confidentially.

Ending Your Volunteer Role

Volunteering with MFRG is voluntary. You may end your involvement at any time. Wherever possible, we ask that you provide notice to allow for continuity and handover.

Acknowledgement

We sincerely thank you for contributing your time and skills to McLaren Flat Recreation Ground. Your involvement helps ensure our facilities and events continue to benefit the entire community.

INFORMATION GUIDELINE REVIEW

This information guideline will be reviewed by the Management Committee yearly, or sooner if changes in legislation or MFRG's circumstances require it.

APPROVAL

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

Date: 12 August 2026.....

Review Date: August 2027.....