

BYS Volunteer Policy

The Importance of Volunteering at Blairgowrie Yacht Squadron

1. Blairgowrie Yacht Squadron has a long-standing and strong culture of volunteering at the Club. Maintaining the volunteer culture is critical to the operation of many functions at BYS.
2. Volunteers enable BYS to deliver value to its members and the community at large. Without volunteers, BYS in its present form would not be able to deliver many of the activities that represent the heart and soul of the Club – the involvement of families and the development of friendships in and around the sport of sailing.
3. It is therefore essential that:
 - members understand the Club's expectations in relation to volunteering; and
 - the Club encourages, develops, trains, manages and rewards members in volunteering at the Club, in a way that enhances the Club and the experience of all members.

The Commitment of BYS to Volunteering

4. BYS is committed to the following standards addressing key areas of its volunteer involvement:
 - The BYS Executive Committee and management lead and promote a positive culture towards volunteering and implement effective management systems to support volunteer involvement.
 - BYS's commitment to volunteer involvement is demonstrated by vision, planning and resourcing and supports the Club's strategic direction.
 - Volunteers are engaged in meaningful roles which contribute to BYS's purpose, goals and objectives.
 - Volunteer recruitment and selection strategies are planned, consistent and meet the needs of the Club and volunteers.
 - Volunteers understand their roles and gain the knowledge, skills and feedback needed to safely and effectively carry out their duties.
 - The health, safety and well-being of volunteers is protected when volunteering.
 - Volunteer contribution, value and impact is understood, appreciated and acknowledged.
 - Effective volunteer involvement results from a system of good practice, review and continuous improvement.
5. Adherence to these standards is intended to both support the existing practice of volunteering at BYS and enable the continued development of a cohort of volunteers who provide vital service to, and are active participants in, our Club.
6. BYS involves volunteers when making decisions about matters that directly affect them. BYS listens to their views and respects what they have to say.
7. BYS is committed to providing volunteers with a safe place in which to perform their duties. On commencement, volunteers will be provided with relevant information and guidelines to ensure the maintenance of a safe and healthy workplace along with training and information regarding emergency procedures.
8. Volunteers have access to complaint and grievance procedures.

9. To manage the volunteer program at BYS, BYS will engage a Volunteer Coordinator, who is responsible for and will be supported in the following:
 - The development and administration of volunteering at BYS.
 - Volunteer recruitment, onboarding, and engagement.
 - Developing, maintaining, and delivering a volunteer training schedule.
 - Ensuring volunteers are aware of and compliant with BYS OH&S requirements.
 - Recognising and thanking volunteers for their service.
10. Without limiting the Volunteer Coordinator's duties in Clause 7, the Volunteer Coordinator is required to ensure that:
 - volunteers' knowledge and skills are reviewed to identify support and development needs;
 - volunteers' knowledge and skill-needs relevant to their roles are identified, and training and development opportunities are provided to meet these needs;
 - Volunteers are provided with supervision and support that enables them to undertake their roles and responsibilities
 - An off-season training schedule will be published and distributed at least once each membership year with volunteer courses that volunteers and potential volunteers have an opportunity to participate in, free of personal cost to upskill and gain skills and qualifications that will be used for personal and volunteering purposes.

The Commitment of Members to Volunteering

11. As a Club heavily reliant on volunteers for the delivery of many of its core functions, BYS expects members who are able to do so to offer their services, skills and experience to perform no less than two (2) volunteer tasks within a membership year for the greater good of the Club.
12. As part of the recruitment process and in the course of their membership of BYS, volunteers acknowledge that:
 - they may be required to obtain a Working with Children Check (WWC);
 - BYS reserves the right to conduct a police check on such member;
 - they will participate in training and equipment inductions, and read, acknowledge and abide by volunteer position descriptions;
 - they will cooperate with BYS in any action it considers necessary to maintain a safe environment;
 - they will ensure the privacy and confidentiality of any information to which they have access is maintained as per the BYS privacy policy;
 - they will provide copies of any licenses and qualification certificates relevant to the volunteer position(s) being undertaken;
 - they will update and inform the BYS Volunteer Coordinator of any medical condition or change therein that may impede the undertaking of duties;
 - they are required to report all incidents to the Volunteer Coordinator via the incident reporting process as soon as possible.
 - they are expected to comply with the relevant OH&S policies and procedures of BYS.
13. Concerns with a volunteer's performance or behaviour, will be addressed by BYS in accordance with the Club Rules.
14. Drug and alcohol policy
 - Alcohol & illicit substances are not to be consumed whilst performing volunteer duties in the start tower, radio room, start boat, course boats, safety boats as well as when providing on shore support for OTB boats.

Related Policies, Procedures, Legislation and Forms

- Blairgowrie Yacht Squadron Privacy Policy – update required
- Blairgowrie Yacht Squadron Child Safety Policy
- Blairgowrie Yacht Squadron Equal Opportunity – Anti Discrimination, Harassment & Bullying Policy
- Blairgowrie Yacht Squadron Occupational Health and Safety Policy
- Volunteer Coordinator Position Description(s) – updates required
- Blairgowrie Yacht Squadron Volunteer Handbook

Regular review

14. This policy will be reviewed annually and following significant incidents if they occur.

Policy Authorised: Matt McCarthy

Date: 20/12/2022 **Next Date of Review:** 20/12/2023