

Colo Soccer Football Club Incorporated

Volunteer Policy – August 2008

1. Summary

This policy applies to all people who give freely of their time and effort to assist the Colo Soccer Football Club Incorporated (Colo) in achieving its mission. Considerations will include:

1. That volunteers of Colo have rights and responsibilities.
2. Colo will respect the rights of its volunteers and expect volunteers to fulfil their responsibilities.
3. Colo practices equal opportunity for all wishing to contribute, without respect to gender, age, ethnic origin, disability, religion or race.
4. All volunteers of Colo are covered by insurance policies held by Colo.
5. Many volunteers such as elected committee, coaches and managers, will have clearly defined roles within Colo. The role of general volunteers, however, will often be varied.,
6. Some Volunteer tasks will be on an individual basis, while others will be a team rostered basis.
7. Volunteers are encouraged:
 - a. to be flexible and exercise initiative in carrying out their duties in service of the Colo Club: and
 - b. provide constructive suggestions for the improvement of services and products offered by Colo.

2. Definition

1. **Elected Committee** – Are covered in greater detail in Colo's Rules
2. **Coaches and Managers** – Are also covered in the Colo Rules
3. **General Volunteers** – Are better described in this document

3. Volunteers Have The Right

1. To job satisfaction and to be assigned a job, which is worthwhile and challenging.
2. To have the support and respect of all Colo Members.
3. To share responsibilities with co-workers.
4. To receive all information relevant to the job that will help them perform their duties more efficiently and competently.
5. To assist with developing new skills where necessary.
6. To provide suggestions and feedback in order that they may contribute to the development of Colo.
7. To be involved in decision making where relevant.
8. To receive a clear job description.
9. To be covered by the Colo Insurance Policies.
10. To know who they are accountable to and to have clearly defined channels of communication.
11. To know what tasks they will be expected to perform and to decline to comply with any unreasonable direction or request.

4. Volunteers Have The Responsibility

1. To be dependable and to notify the organisation if they are unable to report for any assigned task.
2. To uphold the policies, philosophy and good standing of the organisation.
3. To use reasonable judgement in making decisions.
4. To remember that all personal information learnt whilst on or off the job is strictly confidential.
5. To communicate their limitations. to the leader/s of the group with whom they are working.
6. To provide feedback, suggestions and recommendations regarding their activities to the appropriate people.
7. To treat the people with whom they are working with respect.

5. Penalties & Rewards

The **Colo Rules** cover disciplinary measures in respect of **Elected Committee, Coaches and Managers**. The rules do not make any allowance for rewards for these categories of Volunteers..

In relation to **General Volunteers**, whether working on a team or individual basis, if the Volunteers do not fulfil their obligation without prior notice or without reasonable explanation, the following will apply:

A. Penalties

Any **TEAM** which fails or refuses to perform any rostered duties will be dealt with as follows:

1. For the first incident, the team will be issued with a letter expressing the disappointment of the Colo committee, providing a copy of the code of conduct and setting out the consequences of any subsequent failure to comply with the team's responsibilities.
2. For any second or subsequent failure or refusal to perform rostered duties, the Colo Committee may deal with the matter in accordance with Rule 10A (Disciplining of Members) of the Colo Soccer Football Club Incorporated Rules. Such disciplinary action may include, but is not limited to, the following:
 - Not endorse that team for any additional competition, that may include Nepean Cup (or similar), and Champion of Champions competition, and/or
 - Decline the team any Team fund raising activity, and/or
 - Withhold end of season Team trophies, and/or
 - Require the payment of a Bond should that Team wish to participate the following year.
 - In the event of repeated failures or refusals to assist as required, the team may be withdrawn from competition.

Any **PLAYER (aged 16 yrs or over), PARENT OR GUARDIAN** who fails or refuses to provide assistance to their team in the performance of that team's rostered duties, may, upon a written report being sent to the Colo Committee by the coach or manager of such team, be dealt in the following manner:

1. For the first incident, the parent or guardian will be issued with letter expressing the disappointment of the Colo committee, providing a copy of the code of conduct and setting out the consequences of any subsequent failure to comply with their responsibilities.
2. For any second or subsequent failure or refusal to provide assistance to their team in the performance of that team's rostered duties, the Colo Committee may deal with the matter in accordance with Rule 10A (Disciplining of Members) of the Colo Soccer Football Club Incorporated Rules. Such disciplinary action may include, but is not limited to, the following:
 - If it is a player over the age of 16 years of age who fails or refuses to provide assistance, suspend such player for one match;
 - If a parent or guardian of a player under the age of 16 years fails or refuses to provide assistance, the coach of the team will be empowered to suspend that player for one match;
 - Any suspension must be served by attending (but not participating in) the next match for that team.
 - In the event of repeated failures or refusals to assist as required, the player's membership may be suspended indefinitely.

In contrast, **General Volunteers**, working on a Team basis, may seek reward if they fulfil other responsibilities satisfactorily, as follows:

B. Rewards

1. Apply to the Colo Committee for approval to compete in other external competitions
2. Negotiate with the Colo Committee to raise funds, which will be exclusively used for the Team in pursuance of their football activities

6. Alterations

No alterations shall be made to these rules except at special meeting of Colo Soccer Football Club Committee.
