

VOLUNTEER POLICY



This policy provides guidelines to recruit, retain and recognise volunteers.

Pistol NT 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.

This policy should be read and adhered to by all staff, contractors, Management Committee and any other member who engages with volunteers.

Definition

A volunteer is a person who undertakes a role and works for Pistol NT without financial payment or reward.

Pistol NT 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 Pistol NT.