



**VOLUNTEER POLICY OF THE ALTONA YACHT CLUB,
INC.**

Rationale

The Altona Yacht Club Inc. (or AYC) relies almost entirely on unpaid volunteers to operate as a community-based sporting club in Victoria. The AYC Committee is grateful for the significant contribution that has been provided by volunteers past and present which has resulted in the many successes of our Club to date. This policy aims to better recognise the role of volunteers at the AYC and ensure that volunteering is safe, meaningful, and rewarding.

Australian Sailing

This Policy has considered recommendations from Australian Sailing for volunteer management.

Who is affected by this policy?

This policy applies to all volunteers of the Altona Yacht Club. Unless otherwise defined:

- **Club** Means the Altona Yacht Club Incorporated.
- **Volunteer Means** someone who performs any unpaid task for or on behalf of the Altona Yacht Club

Volunteering at the AYC

AYC welcomes volunteers. AYC adopts the following guiding principles in relation to volunteering that volunteer:

1. Acknowledge Policy 13 (Honorarium) that it is not the intention of the Altona Yacht Club to have paid employees.
2. As they are donating their time they are not expected to be financially disadvantaged from personal expenses incurred through volunteering activities at the Club.
3. Activities will be determined by mutual agreement between the individual and the Club.
4. May step down from any assumed volunteer position at any time, preferably with 2 weeks' notice.

Altona Yacht Club Responsibilities

The AYC will:

1. Provide a safe and inclusive environment for volunteers.
2. May identify key individuals to oversee volunteering activities.
3. Maintain appropriate insurance to protect its volunteers such as ensuring volunteers are registered with the club.
4. Ensure agreement with individual volunteers the scope of their role and requisite activities.
5. Where appropriate, provide reasonable training and/or supervision to ensure that volunteers have the skills to complete and required tasks.
6. Conduct the necessary checks to ensure that volunteers are appropriately qualified to perform a task.
7. Require volunteers who interact with children to provide a Working With Children (WWC) check.

Volunteer Responsibilities

Volunteers will:

1. Perform agreed tasks to the best of their ability.
2. Not to be under the influence of alcohol, non-prescription drugs or prohibited substances while volunteering at the Club.
3. If using a motor vehicle or marine vessel will observe all relevant laws.
4. Only give any interviews, appear in any promotions, advertisements, endorsements or assist media in relation to AYC if authorised to do so by the Committee.
5. Only volunteer in areas they are licensed and/or Australian Sailing accredited to do so.
6. Give sufficient notice if they are unable to complete a task for any reason.
7. Comply with all applicable AYC policies and procedures.
8. Complete a working with children check through the Department of Justice where required.

Personal Expenses Reimbursement

The Club does not expect that volunteers will incur personal expenses while carrying out a task. If a particular volunteer activity does incur costs:

1. Where there are planned expenses (i.e., purchase of goods), volunteers must decide in advance to allow payment directly by the Club.
2. Where there are unplanned expenses, the Club will meet the reasonable costs of any unavoidable expenses incurred by a volunteer while performing a given task.

The AYC requires a valid tax invoice/receipt to make a reimbursement. Any expenses that are deemed unreasonable or excessive that are incurred by a volunteer in performing a given task may be referred to the committee for review.

Where a volunteer has been observed to have received a personal financial benefit from training paid by the AYC, the AYC committee may request repayment of costs to AYC of training provided.

Sailing Fee Reduction

Upon request, a Sailing Fee Paying Member who volunteers as an accredited dinghy instructor may be provided:

1. A **20%** reduction of sailing fees for providing one program of Australian sailing accredited sailing training in a single sailing season.
2. An additional **10%** reduction of their sailing fee for a subsequent sailing program delivered in a single sailing season.

The membership fee reduction is not transferrable.

Youth Members who volunteer as an accredited dinghy instructor may be provided additional fee reduction **comparable to 20%** of a single senior membership fee.

Exclusions

This policy excludes arrangements where AYC may require services or support by external parties to AYC which require payment.

Timing

1. This Policy was approved at Altona Yacht Club Inc at Committee meeting 14th November 2023
2. Effective from 14th November 2023

For and on Behalf of its Members. The Altona Yacht Club Inc. Board