



PONY CLUB ASSOCIATION OF THE NORTHERN TERRITORY INC

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ABN 33 414 334 154

Vision: Pony Club in the NT creates a safe environment to have fun, stretch boundaries and make memories for all.

Policy Title: Volunteer Management	Endorsed Date:11/10/2017
Managed by: Management Committee	Revision Date: 11/10/2018

1. Purpose

This policy is to ensure that volunteers at PCANT are appropriately recruited, screened, inducted, trained, recognised and appreciated and remain one of the sport's best assets in the Northern Territory.

2. Scope

This policy applies to:

- a. Persons acting for and on behalf of PCANT;
- b. Members, Member clubs, Affiliates;
- c. Persons appointed to or sitting on boards, committees or subcommittees;
- d. Employees, officials and volunteers;
- e. Athletes, coaches, manager and support staff of PCANT;
- f. Persons participating in PCANT sanctioned events; and
- g. Parents, guardians, spectators and sponsors of participants in PCANT sanctioned events.

3. Policy Statement

PCANT depends on volunteers and values their contribution to the sport of Pony Club in the NT and may employ volunteers at the discretion of the Management Committee. In order to ensure that the volunteers of PCANT are managed appropriately the following must be followed:

- a. PCANT treats volunteers with respect and strives to provide them with a rewarding volunteering experience.
- b. People volunteering at PCANT will be asked to complete and sign an approved Volunteer Agreement.
- c. As far as is possible PCANT relieves volunteers of liability for acts performed in the discharge of their volunteer functions.

4. Volunteers and children

- a. As mandated by Care and Protection of Children Act NT anyone wishing to volunteer in a role that brings them into contact with children or who is likely to be in contact with children through their volunteering must have a **Working with Children Clearance Notice**. A penalty of up to \$72,000 can be issued to an individual if they are found to be in breach of this law. It is the responsibility of the person who wants to volunteer with children to apply for the Clearance Notice and ensure that it remains valid. There is an application fee of \$5.00 payable on lodgment of the application. This application fee is redeemable from PCANT on presentation of a receipt when the volunteer is inducted.
- b. It is the responsibility of the Chairperson to ensure that all volunteers working with children in PCANT have secured a clearance notice and maintained its currency.
- c. In keeping with PCANT's legal obligation, a copy of a volunteer's Working with Children Clearance will be stored with the signed volunteer agreement in a confidential manner.
- d. The Chairperson may formally delegate administration of working with children clearances to an appropriate paid employee of PCANT.
- e. Any person suspecting any form of inappropriate or abusive behaviours by a volunteer towards a child has a mandated responsibility to bring it to the attention of the Northern Territory Police.
- f. Any matters concerning suspected inappropriate or abusive behaviours of a volunteer that are raised with Management Committee members or paid staff of PCANT will be immediately referred to the Northern Territory Police for investigation.

5. Volunteer Wellbeing

The effective management of the wellbeing of volunteers is vital to ensure the Association is fulfilling its obligations towards its most important asset – the individuals who make the sport happen. Therefore, the following points need to be given due consideration:

- a. PCANT strategically considers and actively manages volunteer wellbeing.
- b. PCANT provides an induction for all volunteers.
- c. PCANT provides appropriate and timely work health and safety instructions for volunteers.
- d. Volunteers will be given appropriate tasks and provided with task training as required.
- e. Volunteers have a right to be treated courteously at all times when engaged in PCANT business.
- f. PCANT does not tolerate bullying in any form and encourages volunteers to report such behaviours to the Management Committee or their delegate.
- g. The Management Committee (or their delegate) has an obligation to document and investigate complaints made by volunteers.

6. Volunteer Recognition

The recognition of the contribution of volunteers to the Association can be done in a variety of ways. The formal recognition of significant contributions is conducted in the following ways:

- a. A motion of thanks to any worthy volunteer may be put to any meeting of PCANT Management Committee.
- b. Volunteers are eligible for the Life Membership as per the conditions outlined in the Association Constitution.

- c. The PCANT Management Committee may endorse nomination of any or its volunteers for the Northern Territory Volunteer of the Year Award.

7. Non-Compliance

Breaches of this Policy should be dealt with according to the PCANT Complaint and Dispute resolution policy. Matters that contravene the criminal laws of the NT will be immediately referred to the relevant authorities.

NOTE: This policy does not limit the exercise of common law rights by individuals.
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