



# Drouin Dragons Soccer Club (DDSC)

## Volunteer Policy & Procedure

Version	Date	Author	Review
1.0	13/02/2025	contact.drouindragons@gmail.com	14/02/2026

### Purpose

To ensure that volunteers are well catered for, treated with respect, and that volunteer management is in line with legal requirements and Volunteering Australia's principles.

### Application

The Volunteer Policy applies to all volunteers at the Club, long and short-term, as well as the Club Committee of Management.

### Definitions

<b>DDSC</b>	Drouin Dragons Soccer Club
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### Policy Statement

DDSC values the role of volunteers as essential to the organisation. Volunteers are highly respected for their time, skills and talents.

DDSC aims to maximise volunteers' potentials by creating opportunities to utilise their talents and abilities and supporting them to develop social connections.

### Procedure

- DDSC will clearly specify the work of volunteers through role descriptions to ensure that roles match volunteers' skills, interests and capabilities.
- DDSC will provide induction to volunteers and ongoing support as required.
- The duty of care for the volunteer remains with the DDSC Executive Committee.
- DDSC will provide a safe and healthy workplace as far as is practical
- DDSC will reimburse volunteers for any purchases where receipts can be provided. Volunteers will not be reimbursed for general costs e.g. phone, travel unless approved.
- The DDSC Executive Committee will ensure an appropriate level of insurance cover for volunteers.
- Volunteers will be briefed and provided training on the relevant legislative requirements related to their role e.g. Child Safety and Working with Children Checks.
- All volunteers must adhere to the DDSC Policies, Procedures and Code of Conduct and need to understand that failure to do so may result in disciplinary action or dismissal.
- All volunteers will be subject to a Probationary Period of 3 months to ensure that the role is right for them and that they are suitable for the role.
- Volunteers have the right to refuse work which is outside their role description.
- Volunteers have the right to leave their role but should give as much notice as possible. DDSC Committee can decide to terminate a volunteer position for just cause e.g. gross breach of the Codes of Conduct. Dismissal in other instances will be a last resort after other attempts or approaches have failed.

### Related documents

- DDSC WHS Policy & Procedure
- DDSC WHS Induction
- DDSC Code of Conduct
- Position Descriptions
- DDSC Child Safe Policy and Procedure