
Northern Territory Rifle Association Inc.



Volunteer Policy

NORTHERN TERRITORY RIFLE ASSOCIATION

VOLUNTEER POLICY

PURPOSE:

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

The NT Rifle Association (NTRA) acknowledges that volunteers perform an integral role in all areas of the sport of Full-Bore Rifle Shooting. Continued growth of the sport greatly depends upon those dedicated personnel who make up the volunteer base in Alice Springs and Darwin.

SCOPE:

This policy covers NTRA Councillors, Club Officials, contractors and any member who engages with volunteers.

DEFINITION:

A volunteer is a person who undertakes a role and works for Full-Bore Rifle Shooting without financial payment or reward.

NTRA Commits to:

- 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 other affiliates.
- Maintain the privacy of volunteers' personal information in accordance with 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.
- Maintain role description in the NTRA and Club Constitutions and, where applicable, develop up-to-date job descriptions, clearly identifying responsibilities and roles and communicate 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 NTRA.

VOLUNTEER ROLES

There are a number of volunteer roles available in NTRA including:

- NTRA Council
- Coaching Director, Club Coach
- Team Manager
- General Volunteer
- Range Officer
- Butts Officer

In addition to having the skills and knowledge to perform the role, there are a number of legislative and procedural requirements for each role. A brief outline of these requirements is below and more information is available by contacting NTRA.

As a condition of NTRA funding from the Department of Sport, Recreation and Racing, all Board members and representative coaches must complete two modules of **Play by the Rules training** (Harassment & Discrimination and Child Protection). A certificate of completion must be provided to NTRA as evidence of having completed the training. See <http://www.playbytherules.net.au/> for more details.

Any volunteer in contact with athletes under the age of 18 must have a **current NT Ochre Card** (Working with Children Check) issued by Safe NT. See <http://www.workingwithchildren.nt.gov.au/> for more details.

NTRA Council

The Council is comprised of elected and appointed roles including: President, Treasurer, Secretary and Councillors specific responsibilities. The Councillors are required to demonstrate skills and knowledge required for each Position. Information on the composition and selection of the Council is available in the NTRA Constitution.

All Board members must complete Play by the Rules training – Child Protection and Harassment & Discrimination.

Coach

Coaches can be involved with NTRA across several areas of responsibility, but the most likely involvement is at Club level; with Introduction to Beginner Courses; NT Representational Teams; or as Coaching Director, working toward local development and with National Rifle Association of Australia for Full-Bore Rifle Shooting development and Academy programs.

All Coaches must:

- hold a current appropriate accreditation and maintain this accreditation throughout their involvement;
- have a current NT Ochre Card if in contact with athletes under the age of 18;
- Complete 'Play by the Rules' Course – Child Protection and Harassment & Discrimination.

Team Manager

Team managers are required to accompany all NT Representative Teams. Like coaches, team managers play an integral part in any team.

Team managers must:

- be at least 18 years of age;
- hold a current Apply First Aid certificate;

- have a current NT Ochre Card if in contact with athletes under the age of 18;
- Complete 'Play by the Rules' Certificate – Child Protection and Harassment & Discrimination.

General Volunteer

Volunteers who work in a variety of roles for NTRA, which may include but is not limited to:

- Council or Affiliate members;
- Fundraising activities;
- Assistants to teams in roles other than Team Manager;
- Competition Officials; and,
- Technical Officials.

The majority of roles require the volunteer to hold appropriate accreditation, as well as a current Working with Children Card if working with athletes under 18.

DATE IMPLEMENTED	Jan 2016
REVIEW DATE	Feb 2019
LAST AMENDED	N/A