



VOLUNTEER MANAGEMENT POLICY

1. BACKGROUND

The Western Australia Speedway Commission Inc (WASC), and its affiliated Clubs, Divisions and Speedway Tracks rely heavily on the unpaid work of volunteers and greatly values the contributions of all its volunteers.

2. POLICY STATEMENT

This policy has been developed by the WASC and is intended to assist in ensuring that volunteers working at the WASC, Clubs, Divisions and Speedway Tracks all have work that is safe, significant, fulfilling, and appreciated.

3. CODE OF CONDUCT

All volunteers shall be treated with courtesy and respect for their contribution. Volunteers and WASC Staff are required to ensure they always act within the best interests of the WASC and in accordance with the Code of Conduct.

4. SUPERVISION

All volunteers shall receive appropriate supervision.

5. DUTIES

Volunteers will carry out duties assigned by the management of the Commission, Clubs, Divisions and Speedway Tracks where it is safe and reasonable for them to do so.

6. RIGHT TO CEASE UNSAFE WORK

Under the *Work Health and Safety Act 2020 s 84* a volunteer, contractor or employee has the right to cease work or refuse to carry out work if carrying out the work puts them or any other person at immediate or imminent risk.

7. RIGHTS AND RESPONSIBILITIES

All volunteers have rights and responsibilities they need to adhere to see [Attachment 1](#). Volunteers shall carry out duties assigned by the management of WASC, Clubs, Divisions, and Speedway Tracks.

8. REPORTING STRUCTURE

All volunteers shall have clear reporting lines. For most Speedway Tracks, this will resemble the example Volunteer Management Reporting Chart in [Attachment 2](#).

9. REIMBURSEMENT OF EXPENSES

Volunteers may be reimbursed for all pre-approved expenditures incurred while undertaking their volunteer functions as per the WASC Expense Claim Reimbursement Policy.

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VOLUNTEERS' RIGHTS AND RESPONSIBILITIES

Volunteers have the right to....

- An adequate orientation to the organisation
- A clearly written job description
- Be assigned to a job that suits their personal preferences, motivation, skills, experience and qualifications
- Be trained to do their job
- A suitable place to work
- A satisfying job
- Know their supervisor or coordinator and know how to contact them
- Be provided with adequate guidance
- Protection, safety and insurance when carrying out their assigned tasks
- Have their personal information held confidentially
- Have their out-of-pocket expenses reimbursed
- Be involved in decisions that affect their areas of responsibility
- Have their complaints and concerns heard
- Be respected by co-workers, club members and staff
- Feedback about their performance
- Be recognised for contributing their time, experience, ideas and skills
- Say 'no'; volunteers should not be coerced into doing tasks against their wishes or that they do not feel qualified to do
- Take time off for a holiday or personal reasons
- Resign from their positions

Volunteers have the responsibility to....

- Ensure they have the time necessary to take on a volunteer position
- Work within the policies and rules of the organisation
- Respect the privacy of staff, clients, members and other volunteers
- Be reliable and dependable
- Complete agreed hours and tasks
- Inform the organisation when they will not be available to volunteer
- Be loyal to the organisation
- Speak up about important issues and concerns
- Attend orientation and training sessions where required
- Follow directions given by supervisors or volunteer coordinators
- Be a team player and support staff and other volunteers
- Be considerate about the views of staff, clients or members and other volunteers
- Identify their limitations and expectations
- Be accountable and to accept constructive criticism

ATTACHMENT 2

