



Table Tennis NT

VOLUNTEER POLICY

Scope

This policy applies to all volunteers who work with Table Tennis NT (TTNT) and its member associations and clubs.

A “volunteer” is defined as someone who performs a role or task voluntarily and without any expectation of financial gain.

The Essential Role of Volunteers in NT Table Tennis

In the Northern Territory, table tennis is not a professional sport and it does not raise enough revenue to remunerate most of the roles essential to the operation of the sport. Volunteers are critical to the achievement of the vision, goals and objectives of Table Tennis NT and its member associations.

Table Tennis NT values its volunteers highly and believes that it is important that those volunteers perceive that they are both valued and supported.

Leadership and Management

The Table Tennis NT Board will lead and promote a positive culture towards volunteering and implement effective management systems to support volunteers.

- This policy and associated procedures will be communicated across TTNT and its member associations.
- Responsibilities for leading and managing volunteer involvement will be defined and supported.
- The resources necessary to implement this policy and associated procedures will be identified and allocated as required.
- Volunteer involvement required to achieve TTNT’s goals and objectives will be planned.
- TTNT’s risk management processes will be applied to the involvement of volunteers.

Volunteer Roles

Volunteers are involved in meaningful roles which contribute to TTNT's vision, goals and objectives.

- Volunteer roles will be defined, documented and communicated.
- The rationale for roles which are remunerated rather than voluntary will be clearly defined, documented and communicated.
- Volunteer roles will be reviewed with input from the volunteers as well as from the governing body and any relevant staff.

Recruitment and Selection

Volunteer recruitment and selection strategies and processes will be planned, consistent and designed to meet the needs of TTNT and its associated members and of volunteers.

- Planned approaches will be used to attract volunteers with the necessary motivation, skills, knowledge and qualities.
- Potential volunteers will be provided with relevant information about the association, the volunteer role and the recruitment and selection process.
- Volunteers will be selected based on motivation, knowledge, skills and other qualities relevant to the role, and consistent with anti-discrimination legislation.
- Appropriate screening processes, including Working With Children Clearances will be applied to volunteer roles involved with juniors or junior programs.

Support and Development

Volunteers need to understand their roles and have the opportunity to gain any necessary knowledge and skills required to perform their roles, and should be provided with feedback and support to safely and effectively carry out their duties.

- Volunteers will be provided with orientation relevant to their role and responsibility.
- Volunteers knowledge and skills will be reviewed to identify support and development needs and appropriate training and development opportunities are provided.
- Volunteers will be provided with the supervision and support necessary to assist them undertake their roles and responsibilities.
- Changes to the involvement of a volunteer or to a volunteer role will be undertaken fairly and consistently and in consultation with relevant volunteers.

Workplace Safety and Wellbeing

The health, safety and wellbeing of volunteers is protected in the association.

- Effective working relationships between the governing body, volunteers and staff will be facilitated by the association.
- Processes will be implemented to protect the health and safety of volunteers working in the association and volunteers will have appropriate insurance cover.
- Volunteers will have access to the complaints and grievances procedure.

Volunteer Recognition

The value of volunteers and their contribution to the association is understood, appreciated and acknowledged.

- Volunteers will receive feedback about how their contributions benefit the association, its members and community members who participate in its programs.
- The association will regularly acknowledge the contributions made by volunteers and the positive impact on the association and the community.
- Volunteer acknowledgement will be appropriate to the volunteer role and respectful of the individual volunteer and their motivation.

Quality Management and Continuous Improvement

The association aims to implement "best practice" volunteer management practice and will review its practices to achieve continuous improvement.

- Appropriate procedures will be developed to implement all aspects of this policy.
- The association's performance with respect to volunteer involvement will be monitored regularly and reported to the governing body on a regular basis.
- Volunteer involvement and associated strategies and procedures will be reviewed in the light of performance.
- Opportunities will be provided to volunteers to provide feedback on the association's volunteer involvement and on relevant areas of the association's work.

Statement of Volunteer Rights

Volunteers engaged by TTNT and its member associations have the right to:

- Be assigned a role which fits their motivation, skills, knowledge and available time;
- Receive an adequate orientation;
- A clear role description;
- Receive necessary training required by the role;
- Know who is assigned to oversight their work and to support them;
- To receive helpful feedback and guidance about their work;
- To be treated respectfully;
- Have their ideas and concerns listened to;
- Be consulted about changes to their role and decisions about their area of responsibility;
- A safe working environment;
- Appropriate insurance cover;
- Reimbursement for agreed out-of-pocket expenses;
- Have their personal information held confidentially;
- Access to the complaints and grievances procedure;
- Be recognized for their contributions.

Statement of Volunteer Responsibilities

Volunteers engaged by TTNT and its member associations have the responsibility to:

- Ensure they have the time necessary to take on an agreed role;
- Attend required orientation and training;
- Operate within the policies and procedures of the association;
- Speak up about important issues or concerns;
- Be reliable and dependable;
- Be loyal to the association;
- Be respectful to other volunteers, staff and community members;
- Declare any conflicts of interest at the appropriate time;
- Be accountable and accept constructive feedback.

Approved by TTNT Board: November 2016