



Volunteer Policy

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Who is WA iSports?

WA iSports is a local community organisation that embraces, celebrates and values diversity by providing opportunities for all its members to participate in inclusive sporting activities, events, life-skills and well-being programs.

WA iSports is a not-for-profit organisation that is based out of Bunbury, Western Australia.

Policy Position

The aim of the WA iSports Volunteer policy is to define the policy and procedure for volunteer involvement with the organisation. This details the volunteer recruitment and selection process to ensure that the volunteers' place of work is conducive to preserving their health, safety and wellbeing.

WA iSports has developed procedures to control all documentation and personnel records with the view to continually review and manage such resources to improve the quality of the system.

Relevant Legislation

The legislation applicable to this policy are:

- Privacy Act 1988
- Children and Community Services Act 2004
- Fair Work Act 2009
- Fair Work Amendment Act 213
- Occupational Health and Safety Act 1984 (WA)
- Volunteers (Protection from Liability) Act 2002
- Equal Opportunity Act 1984 (WA)
- Disability Discrimination Act 1992
- Racial Discrimination Act WA



Principles of Volunteering for WA iSports

WA iSports in accordance with the Principles of Volunteering, acknowledges that volunteering:

- Benefits the community and the volunteer;
- Volunteer work is unpaid;
- Volunteering is always a matter of choice;
- Volunteering is an opportunity for people to engage in community activities that address human, environmental and social needs.
- Volunteering is highly valued by the not-for-profit sector and is not a substitute for paid work or paid employment.
- Volunteering promotes human rights, equality and respects the rights, dignity and culture of other people.

Rights of WA iSports Volunteers

- To work in a healthy and safe environment.
- To be accepted and engaged in accordance with equal opportunity and anti-discrimination legislation.
- To be adequately covered by insurance.
- To be reimbursed for out of pocket expenses incurred on behalf of the organisation.
- Have a position description.
- Engage in an appropriate induction to the organisation.
- To be provided appropriate training to undertake the chosen activity.
- Have access to a grievance procedure.



WA iSports Responsibilities

- To offer volunteers meaningful and engaging activities to be engaged in.
- To remain compliant to legislation and standards and ensure that all membership, volunteers forms are up to date.
- Ensure all volunteers are National Police cleared, have a Working with Children Check, Senior First Aid (as required) and are insured.
- To communicate openly and in an inclusive manner that makes volunteers feels valued.
- Provide volunteers position descriptions (if required), relevant policy and procedures and adequate training.
- Provide guidance to volunteers as they engage in activities.
- Follow up attendance forms and funds given to volunteers and work with volunteers to follow up the membership of WA iSports.

Recruitment and Selection

- WA iSports welcomes and embraces all volunteer applications.
- WA iSports as part of their recruitment process require that all reasonable volunteers will:
 - Have clear National Police Clearance, be able to access a Working with Children and Senior First Aid Certificate (as required by the position they undertake);
 - Able to complete the WA iSports Volunteer application form;
 - Show ability to manage Attendance forms and financials;
 - Show ability to run and manage activities as currently conducted by WA iSports;
 - Liaise effectively with members, member carers and management of WA iSports.



Applying for National Police Clearances

- The Volunteer National Police Certificate (VNPC) program is a State based volunteer screening initiative coordinated by Department of Communities and the WA Police Force. VIOs must be registered with Communities to access the VNPC program so that its volunteers can obtain certificates at a subsidised cost. These certificates are only suitable for volunteering purposes within WA

A VNPC lists eligible criminal and traffic court outcomes; and pending charges from all Australian police jurisdictions. A VNPC is current only on the day of issue. The WA Police Force impose no period of validity – WA iSports requires that all Volunteer National Police Certificates be no more than six (6) months old, and is required to be renewed annually.

The processing fee is charged (2018–19) at the subsidised rate of \$15.90. WA iSports will process and pay for this application.

Applying for Working with Children Checks

- The Working with Children (WWC) Check is a compulsory screening mechanism in WA under the Working with Children (Criminal Record Checking) Act 2004. The Check aims to protect children by deterring people from applying to work with children where they have a relevant charge or conviction on their criminal record that indicates they may harm a child. It also aims to detect new charges and convictions of those people who hold a current Working with Children Card and preventing them from continuing to engage in child-related work where their criminal record and behaviour indicates they may harm a child. It acknowledges that working with children is a community responsibility and WA iSports acknowledges that the care of children is a responsibility of all of those who engage with them.

A Working with Children Check (WWC) aims to detail any convictions (including where a court has made a formal finding of guilt in relation to an offence, or convicted a person of an offence, or accepted a plea of guilty, or acquitted a person of an offence because of unsoundness of mind), any spent convictions and details where a person was charged with an offence but not convicted (referred to as a non-conviction charge) as well as any pending charges.

Application and renewal fees for a Check for volunteers are currently \$11.00 (2018–19). WA iSports is willing to cover the cost of this application for all prospective and reregistering volunteers.



Risk Management

Some of the risks associated with not having a volunteer policy and procedure include:

- Volunteers working with WA iSports do have engage in work that is safe, significant or for which they feel appreciated.
- Non-compliance to the various legislation as nominated above and any and all national standards that apply to involving volunteers in not-for-profit organisations.
- Non-compliance that may result in reduced reputation of the board of WA iSports or the organisation as a whole.

Monitoring, Evaluation and Review

- The WA iSports Committee is responsible for the compliance monitoring, evaluating and reviewing of this policy.