



**Triathlon NT Volunteer
Management Policy**

Policy date: January 2021

Review date: January 2024

1. Policy purpose:

Triathlon Northern Territory (TNT) and affiliated triathlon clubs have a number of reasons to engage volunteers. These include board or committee members, Race directors, general helpers who assist at events eg: provide ice, drinks and food, mark out courses, and maintain club administration, as well as specific volunteer roles in timing, coaching and officiating.

The aim of this policy is to provide guidelines for TNT and affiliated triathlon clubs to direct the types of volunteers that are recruited, induction to TNT and management during their time with TNT. Developing a set of volunteer recruitment guidelines and clarity of roles and responsibilities.

2. Role of the volunteer and the organisation:

In the NT our clubs are entirely led by volunteers. Those volunteers work co-operatively within National Sporting Organisation (NSO) organization guidelines. Volunteers may need to be provided with access to operational assets and training (in the case of volunteer technical officials and coaches).

Within TNT, financial members of Triathlon Australia are covered by personal accident insurance while engaged in any aspect of training or racing, including travel to and from events.

TNT holds an asset register, regularly updated, with the Operations Officer who is able to monitor use of assets and their physical condition, including records of breakage, loss and need for replacement. This helps to safeguard volunteers, who should be able to undertake their roles with a reasonable degree of safety, and also ensures that assets are not misplaced.

As part of its responsibility to volunteers, TNT will maintain the privacy of volunteers' personal information as detailed in the Privacy Act, acknowledge the rights of volunteers in accordance with applicable statutes, laws and relevant legislation, and provide access to an internal grievance process and have complaints dealt with fairly, promptly and confidentially.

3. Volunteers can be classified in four general categories

A. Board Members

- All TNT employees and board members are required to hold current Ochre Cards and must have completed Play By The Rules online training in Child Protection, and harassment and discrimination. The Operations Officer maintains a register.

B. Coaches

- hold a current accreditation with Triathlon Australia, or be in the process of becoming accredited
- have a current NT Ochre Card if in contact with athletes under the age of 18,
- complete ASADA's Level 1 Anti-Doping Course,
- complete Play by the Rules – Child Protection and Harassment & Discrimination.

C. Technical Official's

Technical Officials can be involved with TNT and clubs at any sanctioned triathlon event. All Technical officials must:

- hold a current accreditation with Triathlon Australia
- have a current NT Ochre Card if in contact with athletes under the age of 18
- complete Play by the Rules – Child Protection and Harassment & Discrimination.

D. General Volunteer

Volunteers who work in a variety of roles which may include but is not limited to the following

- Committee members
- Race Directors
- Timing
- Fundraising activities
- Event volunteers

These roles require the volunteer to hold a current Working with Children Card if working with athletes under 18

4. Volunteer recognition

TNT recognizes volunteer efforts at a board level by an end of year dinner.

Awards and prizes to recognize outstanding contributions to clubs.

At an NT level, a call to action is put out annually to clubs and the board, to nominate individuals for recognition at the NT Sports Awards.