

## VOLUNTEER MANAGEMENT POLICY

### Purpose

NT Triathlon 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 NT Triathlon and affiliated triathlon clubs to direct the types of volunteers that are recruited, induction to NT Triathlon and management during their time with NT Triathlon. Developing a set of volunteer recruitment guidelines and clarity of roles and responsibilities.

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

As part of its responsibility to volunteers, NT Triathlon 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.

### Board members

- All board members are required to hold current WWCC and completed Sport Integrity Australia online training modules.

### Coaches

- Hold a current accreditation with AusTriathlon, CPR, First Aid and have a valid WWCC, completed Sport Integrity Australian online training modules.

### Technical Official

- Hold a current accreditation with AusTriathlon, have a valid WWCC

### General Volunteer

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

- Club committee members
- Race Directors
- Timing
- Event volunteers

## Volunteer recognition

NT Triathlon nominates individuals who have made an outstanding contribution during the year for the NT Sports Awards and Volunteer of the year through Volunteering NT.

## Policy Review

This policy will be reviewed every three years to ensure it remains relevant to club operations and reflects the community expectations.

Version Control			
Date	Author	Approved By	Review Date
<b>30/09/2024</b>	Lucy Berk, NT State Services Manager	NT Triathlon Board	30/09/2027