



## Victoria's Premier Regional Hockey Club

Est.1987

### Volunteer Levy Policy

#### **Purpose of volunteer levy**

There are many tasks associated with the running of our club and at present there are too few volunteers leaving too few people carrying too much load.

The levy provides a financial incentive to members and parents to become more involved with the Club and the myriad of activities necessary to make it run smoothly.

A number of factors are driving our needs to increase our volunteering:

- Objective to keep playing costs as low as possible for our members in an environment of increasing cost push i.e. Association fees from Hockey Albury Wodonga, Hockey Victoria, and Hockey Australia, increasing uniform and equipment costs.
- Remain as an attractive destination Club for parents and players.
- Foster a culture of which we are proud of.
- Increasingly difficulty in obtaining and maintaining a "right" level of commercial sponsorship.
- Our strategy to develop Club facilities.
- Aim to continue improving services and offerings to our members.

#### **Amount of volunteer levy and time of payment**

The amount of the volunteer levy will be determined prior to the start of each winter season. For 2021 the levy will be \$70 per adult player and \$30 per junior player and will be added to player registration fees.

For families of two or more players, the levy will be a maximum of \$100.

Registration fees for junior players, including the volunteer levy, need to be paid at the time of registration, or alternatively by payment plan. Full amount must be paid prior to the commencement of week 4 of the winter competition.

Registration fees for Senior players, including the volunteer levy, can either be paid at the time of registration, in full prior to the commencement of week 4 of the winter competition, or by

the regular player 22 week subscription plan – first instalment must be paid prior 12/3/2021 to access the program.

All new players to the Club must pay a minimum of \$100 prior to the commencement of the first round of the winter competition.

### **Minimum hours of volunteering:**

The minimum total of volunteer time will be determined prior to the start of each winter season. For the 2021 season, members or parents of juniors must complete a minimum of two hours of unpaid volunteering per registered player.

For families of two or more players, the required hours of unpaid volunteering will be based on two hours for the first player, and one hour for every other family member e.g. If a family has four players registered, their required hours of unpaid volunteering is 2 (first player) +1 (for the second player) +1 (for the third player) +1 (for the fourth player) = 5 hours in total.

Life Members are exempt from the volunteer levy.

### **Administering the levy**

A volunteer register will be maintained in the canteen. Each volunteer should record the job in the register and have a Committee member witness/validate the record.

### **Volunteer Qualifying Roles**

The following positions within the club are deemed to fully meet the volunteering levy requirements and as such are NOT required to utilise the volunteer register:

- ✓ Club Committee Member
- ✓ Canteen Co-ordinator
- ✓ Club Umpire Co-ordinator
- ✓ Senior and Junior Coaches – except if remuneration is involved
- ✓ Team Managers (Junior or Senior)
- ✓ Uniform coordinators
- ✓ Hookin2Hockey Co-ordinator
- ✓ Equipment Co-ordinators
- ✓ Media co-ordinator (e.g. Facebook, Web site)
- ✓ Major event co-ordinators (e.g. Trivia Night, Senior Club Function)

Shift based qualifying roles require three shifts for a minimum of an hour per shift – served separately or concurrently. The following are the identified roles to date, with additional roles to be added as identified and approved by the committee:

- ✓ Canteen shift
- ✓ Working bee
- ✓ BBQ shift (e.g. Fundraising, Club events, training nights)
- ✓ Events based volunteers (e.g. Trivia Night, Senior Club Function)
- ✓ Hookin2Hockey helpers
- ✓ Selling of raffle tickets

**When must I apply for the refund?**

You must complete and return the volunteer refund application *within four weeks* of the end of the season to which it relates. Late forms will not be processed, and the refund will be forfeited.

*Please note that due to the administrative complexity, partial refunds will not apply.*

**When and how will the levy be refunded?**

All volunteer levies will be returned at the end of the full season by EFT to the nominated members' accounts.



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### Volunteer Policy Statement

The following outlines the policy and its application to all volunteers at the Club, including the Committee;

- The Wodonga Hockey Club values the role of volunteers as essential to the organisation. Volunteers are respected for their skills and talents.
- The Wodonga Hockey Club aims to maximise volunteers' potential by creating opportunities to utilise their talents and abilities and supporting them to develop social connections.
- The Wodonga Hockey Club will clearly specify the work of volunteers through role descriptions to ensure that roles match volunteers' skills, interests and capabilities.
- The Wodonga Hockey Club will provide induction to volunteers and ongoing support as required.
- The duty of care for the volunteer remains with the Committee.
- The Wodonga Hockey Club will provide a safe and healthy workplace as far as is practical.
- The Wodonga Hockey Club will reimburse volunteers for any purchases where receipts can be provided. Volunteers will not be reimbursed for general costs e.g. phone, travel unless approved.
- The Wodonga Hockey Club Committee will ensure an appropriate level of insurance cover for volunteers.
- Volunteers will be briefed and provided training on the relevant legislative requirements related to their role e.g. Victorian Information Privacy Act, Working with Children Checks.
- All volunteers must adhere to the policies and Code of Conduct and need to understand that failure to do so may result in disciplinary action or dismissal.
- Volunteers have the right to leave their role but should give as much notice as possible.
- The Club Committee can decide to terminate a volunteer position with just cause e.g. gross breach of the Clubs Code of Conduct. Dismissal in other instances will be a last resort after other attempts or approaches (mediation) have failed.

The Volunteer Policy applies to all volunteers at the Club, long and short-term as well as the Clubs Committee Members.