

## **INFORMATION FOR VOLUNTEERS**

### **Welcome**

Volunteers are very important to the successful running of the Box Hill Athletic Club. If you have volunteered to help with the running of the Club, thank you for your assistance. We hope that this document will help you to understand a bit more about the Club, the ways in which volunteers can assist and some guidelines to follow when carrying out your role.

### **About Box Hill Athletic Club**

Box Hill Athletic Club was founded in 1932 and has a long and successful history, including many premierships and international representatives. The Club is based at Hagenauer Reserve in Box Hill. Training at Hagenauer Reserve is available on most weekday nights and weekends, subject to availability of the venue.

During the summer track and field season, we compete against many clubs from both the surrounding districts and across Victoria. We enter teams in most age groups which gives athletes of all ages the opportunity to compete. Hundreds of senior and junior athletes of all standards compete for Box Hill and other clubs in the Athletics Victoria (AV) Shield competition during summer. Hagenauer Reserve is used for Little Athletics on Sunday afternoons and is hired by many of the colleges and schools in the district during the week.

During the winter season we enter teams in the road and cross country races conducted by Athletics Victoria.

### **Why are volunteers needed?**

We need a large number of people to volunteer their time in a broad range of ways. We have opportunities for people to get involved in coaching, to be an official or part of a committee or sub-committee, to assist with fundraising and liaison with local schools, to help with the smooth running of competitions, etc. Some roles are ongoing but many are one-off, even for just an hour or two.

Volunteers help to keep the costs down for the Club and we need people to help out as much as they can. We can never have too many volunteers as there are many tasks to undertake throughout the year. Some tasks are as simple as helping to rake the long jump pit, or replace the bar in high jump. It is a requirement of our participation in AV competitions that we supply volunteer helpers at most AV competitions. So if you are asked to help, your assistance is much appreciated and any instructions will be given to you on the day. Note that volunteers at AV events are not required to act as judges, they are simply there to help with the smooth running of the event, so don't worry if you don't know the rules!

## **Working as a volunteer**

Most roles are relatively straightforward; however volunteers will receive help and/or training to assist in carrying out their role. Where possible we will give you tasks that match your interests and skills, and at competitions we will endeavour to assign you to roles at times that do not clash with your child's events.

The Club and Athletics Victoria will endeavour to provide you with safe working conditions. If at any time you are concerned about the conditions in which you are working, please advise an AV official or Committee member immediately.

Volunteering can be an enjoyable way to contribute towards the Club and athletics in general, so please observe the following to ensure that everything goes smoothly:

- please treat everyone with respect
- dress appropriately for your duties eg at AV competitions, you must wear enclosed shoes (no thongs or open sandals)
- ask if there is anything you don't understand
- be reliable, and let relevant people know if you can't attend / will be late.

It is important to note that although you are not required to have a current Working With Children Check if you are simply a volunteer helper at AV competitions, we do expect helpers to recognise the importance of the environment in which they are working where children are involved.

## **Loss of personal property**

Volunteers may be required at both Hagenauer Reserve and other athletics venues. You should exercise caution to protect your personal property at these venues, for example, purses, wallets or other valuable items should never be left unattended. If an item is lost or stolen, a Committee member should be notified, but the Club cannot be held responsible for its replacement.

## **Reimbursement of expenses**

Volunteers are responsible for personal expenses incurred, except where purchases are made on behalf of the Club and the relevant purchases are approved by the Committee in advance. Receipts or invoices will be required for reimbursement.

### **More information**

The Club's website ([www.boxhillathleticclub.org](http://www.boxhillathleticclub.org)) has more information about the Club, including Club Rules, names of Committee members, copies of all policies approved by the Committee, and much more. Please familiarise yourself with the website.