

Rowing Victoria - General Volunteer Agreement

This document is not intended to be a legally binding contract between us, rather it is intended to guide the volunteering relationship that exists between you and Rowing Victoria (RV). It may be cancelled at any time by either party.

1. You are a volunteer

You will be supporting RV by acting as a (Boat Driver/Bow Numbers/Runner/Boat Holder/L1 Umpire/BRO/other) which is a volunteer position. This means that, if you accept the role, you will perform all duties on a voluntary basis, and will not receive remuneration or payment for your work other than reasonable reimbursement of expenses (see **section 8**).

Neither RV nor you as a volunteer intend any employment or contractual relationship to be created (i.e. you are not an employee, independent contractor, or consultant at RV). If this changes at any time, and there is a possibility that you might undertake paid work for RV, or be involved in vocational training, we will discuss this and document the arrangement in a formal employment contract, contract for services, or other arrangement.

2. What you can expect when volunteering at RV

RV values and relies on its volunteers, and we will endeavour to provide you with:

- where relevant, a written position description so that you understand your role and the tasks you are authorised to perform;
- an induction or training necessary for the role (see **section 7**);
- a safe environment in which to perform the role;
- respect for your privacy, including keeping your private information confidential;
- supervision and assistance so that you have the opportunity to ask questions and receive feedback (see **section 4**);
- mutually agreed reimbursement prior to expenditure where applicable for your reasonable expenses (see **section 8**); and
- insurance to cover you whilst undertaking your authorised duties as a volunteer (see **section 9**).

3. What RV asks of its volunteers

RV asks that you:

- support RV's aims and objectives;
- read any written position description for your role;
- participate in all relevant induction and training programs;
- only undertake duties you are authorised to perform and always operate under the direction and supervision of nominated staff, obeying reasonable directions and instructions;
- understand and comply with the organisation's policies and procedures including but not limited to RV's Code of Conduct, RV Child Safe Policy, RV Child Safe Code of Conduct, and RA Member Protection Policy (see **section 11**);
- notify your supervisor or regatta administration of any health or safety issues, or potentially hazardous situations, that may pose a risk to you or to others, and report any accidents or incidents, relating to staff, volunteers, or the workplace;
- behave appropriately and courteously to all volunteers, staff, participants, and the public in the course of your role;
- use any property or equipment given to you in your role safely and only for the purpose of the role, returning it to RV upon completion of your role;
- let RV know if you need or wish to change the nature of your contribution (e.g. hours, role) at any time;
- Comply with the law at all times; and
- Be open and honest in your dealings and let us know if we can improve our volunteer program and the support that you receive.

4. Contact Person

Your contact person at RV will be Adam Harrison, Regatta Operations.

If you have any questions or concerns about your role, your health and safety, or if there is any assistance you need to help you undertake your role, please contact Adam on adam@rowingvictoria.asn.au or 03 9645 0624 during business hours.

5. Health and safety of you and others

At RV, volunteer safety, and the safety of everyone involved in our organisation, is a priority.

In Victoria, the *Occupational Health and Safety Act 2004* (OHS Act) applies to many volunteers, because all organisations that engage workers on a paid basis or manage or control a workplace, can owe OHS duties to everyone in the organisation (including volunteers). Additionally, there may be other legal actions (such as negligence claims) that mean we always need to consider work health and safety issues.

Under the OHS Act and other laws, RV has a duty of care to minimise risks to everyone affected by its conduct (including paid employees, volunteers, and participants).

It also means that as a volunteer, you may have OHS duties too. These include:

- to take reasonable care for your own health and safety;
- to take reasonable care for the health and safety of others;
- to comply with any reasonable instruction by RV;
- to let RV know of any concerns you may have about safety and/or fitness in undertaking our role; and
- to cooperate with any reasonable policies and procedures of RV.

6. Information we require before you can start in the volunteer role

Before you can commence the volunteer role, RV requires the following information:

- Working with Children Check; and (where necessary)
- reference checks;
- police checks; and
- licence checks.

All background check information will be conducted in accordance with the [RA Privacy Policy](#).

7. Training required before you start in the volunteer role

RV is committed to providing suitable training in support of our health and safety, child safety, discrimination, and privacy policies. For this reason, it is mandatory that all relevant volunteers undertake online training prior to commencing their volunteer position.

Information surrounding training is available on our website and will be communicated throughout the volunteering process.

8. Volunteer expenses and other benefits

As a volunteer, RV will provide you with pre-approved reimbursement upon receipt for any extraordinary out-of-pocket expenses that you incur when performing authorised tasks associated with your role.

RV does this to ensure that you are not financially disadvantaged as a result of your volunteer position with us. These payments are not remuneration or wages. You might need prior approval and will always need to produce receipts.

We may sometimes provide you with other benefits as part of your volunteering role (examples include training, free food, event entry, clothing, or equipment). Where this occurs, it is on a gratuitous basis at the discretion of RV and is not payment in lieu of salary.

9. Insurance

RV are committed to providing adequate insurance cover for volunteers whilst carrying out their volunteering roles, as approved and authorised by us.

RV has the following insurance cover: Personal Accident, Public Liability and Professional Indemnity.

To ensure that you are covered, please ensure that your Club or School has registered you as a member in Rowing Manager (There is no cost associated with an Officials / Volunteers Membership).

Please be aware that the following events are unlikely to be covered by our insurance:

- actions that are beyond the scope of your volunteer role, or that occur without appropriate authority or permission from us;
- criminal activity (including criminal charges arising out of driving incidents);
- dishonest or reckless activity; and
- disputes or MPP matters.

10. Intellectual Property

All volunteers at RV agree to transfer all intellectual property rights and interests (including copyright) in any ideas or materials they create relating to their provision of voluntary services at RV to RV.

Volunteers are taken to consent to RV's use of such creations in a manner reasonably contemplated by the voluntary services provided under this document. As a volunteer you also agree not to bring any claim for infringement of any rights including your moral rights in respect of that use.

11. Relevant Policies

By signing this agreement, volunteers will agree to the whole of sport policies alongside additional RV rules and policies, including but not limited to:

- [RV Code of Conduct](#)
- [RA Privacy Policy](#)
- [RV Child Safe Policy](#)
- [RV Child Safe Code of Conduct](#)
- [All RA Policies](#)
- [All RV Rules & Policies](#)