

Rowing Victoria - Level 2+ Umpire 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

The position of Nationally Accredited Officials (Official) at Rowing Victoria (RV) is a volunteer position. This means that, if you accept the role, you perform all duties on a voluntary basis and you will not receive remuneration or payment for your work, other than reasonable reimbursement of expenses (see **section 9**).

Neither RV nor you as an Official intend any employment or other 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:

- a written position description so you understand your role and the tasks you are required and authorised to perform;
- a full induction and any training necessary for the role (see **section 8**);
- a safe environment in which to perform your 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 9**); and
- insurance to cover you whilst undertaking your authorised duties as a volunteer (see **section 10**).

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 Behaviour, RV Child Safe Policy, RA Member Protection Policy, and NOAS Code of Conduct (see **section 12**);
- 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 with us 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. Role description and details

A shift of officiating is considered to be a morning or an afternoon, and a double shift is considered to be a full day. Length of regatta days vary based on the size of the regatta. Officials shall express their interest to officiate on Rhino Roster and Regatta Operations of RV will confirm Expressions of Interest when publishing the roster on Rowing Manager.

It is important that you only perform the tasks in your role description in any roles that you are assigned and that you follow the instructions of the CEO and RV staff.

In Victoria there are laws that protect volunteers in community organisations from civil liability (i.e. legal action like a negligence claim) in specific circumstances. We will explain more about these laws in your induction. However, one of the key factors in ensuring you are protected is that you are performing voluntary community work that is directed or supervised by an incorporated community organisation.

It is therefore important that you only perform the tasks in the role description and as instructed by the organisation. To be covered by these laws it is also important that you are not affected by drugs or alcohol when you are volunteering. If you are unsure whether a particular task or work is authorised, please ask your contact person.

6. Health and safety of you and others

At RV, volunteer safety, and the safety of everyone who is 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.

7. 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](#).

8. Induction and training required before you start in the volunteer role

The Umpires Panel will provide you with a full induction, safety equipment and role training when you commence as a NOAS with RV. However, please do not hesitate to talk to your contact officer at any time if you have any health and safety concerns.

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.

9. 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, accommodation, 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.

RV will ensure Officials always receive lunch at regattas and 1 night twin share accommodation is provided to officials when working longer than a 14-hour day. The 14 hours is determined including the regatta duration and travel from home to the regatta venue and back. If officials request their own room, RV will reimburse 50% of the room rate upon receiving a copy of receipts up to \$60.

10. 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 this insurance covers you for any incidents that occur while you are volunteering with us, you need to register yourself as a member of RV on 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.

11. 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.

12. Relevant Policies

By signing this agreement, volunteers will agree to the whole of sport policies and the RV participation policies:

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