



Patron: His Honour the Honourable John Hardy OAM, Administrator of the Northern Territory

Vice Patrons: Mr. Warren Snowdon MHR, Mr. Doug Gamble

NTRU Ambassador: Mr Nathan Sharpe

Volunteer Policy Northern Territory Rugby Union Inc.

1 Name of policy

This is the Volunteer Policy 2017

2 Commencement

This updated policy commences on 24 May 2017

3 Application

This policy applies to all members of the NTRU that undertake any works to the benefit of Rugby Union in the NT that is recognised by a club or association.

4 Statement of intent

This policy:

- (1) recognises the fundamental importance and reliance that an organisation such as the NTRU has on volunteers;
- (2) volunteers are supported and included at all levels of the sport of Rugby Union in the Northern Territory;
- (3) all volunteers must comply with any Federal or Northern Territory legislation and/or any directive from the Australian Rugby Union
- (4) recognises that volunteers commit time from their personal lives and often have understanding family or partners that support and encourage them in the endeavour of promoting and improving the sport of Rugby Union;
- (5) all volunteers' expectations, interests, availability, abilities, skills and knowledge will be taken into account when a volunteer makes the choice to take up any volunteer position;

Volunteers have the right to:

- a) work in a safe environment
- b) receive the appropriate training to be prepared for their role
- c) have their contributions recognised
- d) receive reimbursement for any authorised out of pocket expense
- e) refuse tasks that they believe are unsuitable
- f) raise any concerns or issues they feel are present with the NTRU committee



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The NTRU has the right to:

- a) negotiate a commitment from a volunteer
- b) refuse the service of a volunteer
- c) expect volunteers to adhere to Volunteer policies and procedures.
- d) have NTRU property and equipment respected.

Volunteers have the responsibility to:

- a) uphold the NTRU's reputation and image
- b) maintain confidentiality and privacy
- c) consider volunteering to be a serious commitment
- d) abide by NTRU policies and procedures
- e) participate in appropriate training where provided
- f) give notice as soon as possible of their unavailability.
- g) be reliable and give adequate notice before termination.
- h) report any safety concerns to the NTRU as soon as is practical
- i) to not speak on behalf of the organisation unless as appropriate
- j) ask for help when needed
- k) only accept tasks they feel comfortable with
- l) ensure that if a volunteer is working with Children, then they must have a WWC card
- m) all volunteers must have completed Play by the Rules modules –
 - 1. Child Protection
 - 2. Harassment & Bullying

NTRU has the responsibility to:

- a) provide a safe environment
- b) provide appropriate insurance coverage
- c) provide out of pocket expenses where appropriate
- d) recognise volunteer contributions
- e) recognise and act on any issues or concerns raised by a volunteer in the line of their work