

Sport Inclusion Australia
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Sport Inclusion
A U S T R A L I A

Drive Inclusion through Sport

Volunteer Management Policy

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Policy

Introduction

Sport Inclusion Australia, SIA is a National Sporting Organisation established in 1986 to assist the inclusion of people with an impairment, primarily an intellectual impairment into the mainstream community using sport as the medium. Sport Inclusion Australia is the Australian member of Virtus, World Intellectual Impairment Sport.

Our **Purpose** is to build a more inclusive community.

SIA facilitates, educates and supports sporting organisations and the wider community about the power of sport to deliver social inclusion, while advocating for the rights of all Australians to be treated with dignity.

Our **Mission** is to drive inclusion through sport.

The philosophy has never wavered 'Promote sporting opportunities for people with an impairment in mainstream settings with sport owning and delivering sport for all Australians at the appropriate ability level with a 'person first' approach'.

We want to make sure no one is left behind.

Purpose

This policy is intended to ensure that volunteers working at Sport Inclusion Australia have work that is safe, significant, fulfilling and appreciated.

Policy

Sport Inclusion Australia will ensure all volunteers are treated with respect and gratitude for their contribution. Volunteers shall carry out duties assigned by the Board and Management of Sport Inclusion Australia.

Procedures

Responsibilities

It is the responsibility of the Chief Executive Officer of Sport Inclusion Australia to be responsible for organising the recruitment, training, and supervision of volunteers. The CEO will appoint a Volunteer Coordinator.

The CEO shall assign supervisors to volunteers and shall monitor the work of the supervisor.

The appointed supervisor shall ensure that each volunteer is trained and capable of fulfilling their functions adequately.

The CEO shall report to the Board regularly on Sport Inclusion Australia Volunteer Program.

Processes

Recruitment

The CEO will initially review the organisation's procedures in all areas to ensure that these are in accordance with the principles expressed in this policy and will report to the Board on this matter.

The CEO will review any changes to the organisation's procedures in all areas to ensure that these are in accordance with the principles expressed in this policy. Staff and volunteers will follow these procedures.

Induction

All volunteers shall be offered appropriate information and training to discharge their functions and successful completion of this training shall be a condition of carrying out these functions.

Supervision

All volunteers shall receive appropriate supervision in the exercise of their functions.

Reimbursement

All volunteers shall be reimbursed for all pre-approved expenditure incurred in the exercise of their functions, as set out in Sport Inclusion Australia's Reimbursement of Expenses Policy.

Related Documents

- Staff Recruitment Policy
- Reimbursement of Expenses Policy
- Legal Compliance Policy

APPENDIX A

Volunteer Satisfaction Survey

Feedback from surveys like these will be used to gauge reaction to certain aspects of the activity undertaken and to cater better for volunteers' needs and wants the next time an activity is planned.

The following is a survey template. It will be used as a base and varied where required to more specific volunteer roles.

Remember to:

- Encourage the prompt return of the surveys.
- Stress to volunteers their responses to the survey will remain confidential and that they don't have to put a name to the survey if they do not wish.
- Encourage volunteers to answer as many questions as they want, but say they don't have to answer them all.

SURVEY

Following the recent volunteer activity you helped with, we would like you to take a few minutes to fill in as many questions contained in this survey as you can.

Your responses will remain confidential. We will study your responses, as well as those of other volunteers, to see if there are any ways in which we can improve the next volunteer activity we organise as part of our partnership.

Thank you for your time.

- Name (optional): _____
- How many times have you volunteered? _____
- Are you planning to volunteer again in the future? _____
- Why did you volunteer? _____

Training

- Was there any training needed for your volunteer role? Yes/No
- If so, what sort of training was needed, and how many hours of training did you receive?

- Was this on-the-job training or a special training session?

- Was the training you received (Please circle one):
Excellent/Good/Fair/Poor/Received none
- Did your training prepare you for your volunteer role? (Please circle one):
Very well/Somewhat/Didn't relate/Received none

- If you have comments you'd like to share, please include them below.

Supervision

- Were you provided with a clear outline of what was expected from you? YES/NO
- Did your direct supervisor provide adequate support? YES/NO
- Did he/she make you feel like a valuable member of the team? YES/NO
- Did you feel that Sport Inclusion Australia, as a whole, supports volunteers? YES/NO
- Did you feel that the Sport Inclusion Australia got as much from your service as it could have? YES/NO
- If you have comments you'd like to share, please include them below.

Recognition

- Did you feel that your efforts were being/have been recognized and appreciated? YES/NO
- Did you receive recognition for your service? If so, what was it? YES/NO

- Was the recognition you received sufficient? YES/NO
- Were the efforts of volunteers recognised publicly, or in the media? If so, how? YES/NO

Feedback

- Were your views on Sport Inclusion Australia program sought out? YES/NO
- Were your views listened to? YES/NO

Overall Satisfaction

- How would you rate your overall volunteer experience? (Please circle one): Excellent/Good/Fair/Poor
- Were you treated properly and with respect? YES/NO
- Did you enjoy working with other volunteers on the day? YES/NO
- What was the highlight of your volunteering stint?

- Please use the space below to make any further comments about your experience that could help us improve the volunteer experience for yourself and others?

- Thank you for taking the time to complete and return this survey. Your answers are important to us and will be kept confidential. If you would like further information about this survey, please provide your contact information below.
