

Volunteer & Team Management

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Version	1.0
Status	Draft — Pending Committee Approval
Policy Owner	Club President
Approved By	[Pending Committee Approval]
Effective Date	[Pending Committee Approval]
Next Review	[12 months from approval date]

1. Purpose

Belconnen Ramblers Basketball Club relies on a dedicated team of volunteers — coaches, team managers, committee members, and others — to deliver our programs. This policy sets out the framework for volunteer engagement, recognition, and management.

2. Scope

This policy applies to all unpaid volunteers working with Ramblers Basketball Club, including coaches, assistant coaches, team managers, assistant team managers, scorers, committee members, and general volunteers.

3. Our Commitment to Volunteers

Ramblers is committed to:

- Providing a safe, supportive, and rewarding environment for volunteers
- Communicating clearly about roles, expectations, and club activities
- Recognising and celebrating volunteer contributions
- Providing appropriate training and support
- Ensuring volunteers are not exposed to unnecessary risk or liability

4. WWVP Requirements

All volunteers who work with children must hold a current Working with Vulnerable People (WWVP) registration. This is a legal requirement in the ACT under the Working with Vulnerable People (Background Checking) Act 2011.

- WWVP registration must be obtained before commencing any volunteer role involving contact with children
- Evidence of current WWVP registration must be provided to the Club Secretary
- Coaches, assistant coaches, and team managers must have a current WWVP registration

- Volunteers must notify the club immediately if their WWVP registration status changes

Refer to POL-003 Child Safety & Member Protection for full requirements.

5. Volunteer Recruitment

- Volunteer opportunities are communicated via the club website, emails, and social media
- All new volunteers are required to complete the club's volunteer onboarding process
- The Club Secretary maintains a register of active volunteers and their WWVP status

6. Coach and Team Manager Allocation

6.1 Junior Teams

- Coaches and team managers for junior teams are appointed by the Junior Delegates
- Coaching positions may be advertised, and expressions of interest invited, at the start of each season
- All coaches must hold appropriate Basketball ACT accreditation or be working towards it

6.2 Senior Teams

- Senior coaches are appointed by the Senior Delegates in consultation with the Executive Committee
- Senior team managers are appointed in consultation with the relevant coach

6.3 Change of Coach or Manager

Where a coach or team manager is unable to continue mid-season, the relevant Delegate will arrange a replacement as soon as practical.

7. Volunteer Fee Discounts

The club recognises volunteer contributions through fee discounts as outlined in POL-010 Fees and Registration. Discounts are available for coaches and team managers.

8. Volunteer Code of Conduct

All volunteers are required to comply with:

- POL-002 Code of Conduct
- POL-003 Child Safety & Member Protection Policy
- POL-021 Social Media Policy
- All Basketball ACT by-laws and policies relevant to their role

9. Support and Training

- Ramblers supports coaches in obtaining or maintaining Basketball ACT coaching accreditation
- Club-specific information and resources are provided at the start of each season

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- Volunteers may raise concerns or seek support from the relevant Delegate or Club President

10. Recognition

Ramblers values every volunteer. The club recognises volunteer contributions through:

- Fee discounts
- Annual recognition at the end-of-season presentation
- Acknowledgement in club communications

11. Ending a Volunteer Relationship

Either party may end a volunteer arrangement at any time. The club reserves the right to remove a volunteer from their role where there has been a breach of club policies or where the volunteer's conduct is not in the best interests of the club or its members.

12. Contacts

Contact	Email
Club President	president@ramblers.net.au
Junior Delegates	juniors@ramblers.net.au