



Collingwood Harriers Athletic Club Inc.

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# INFORMATION FOR VOLUNTEERS

## Welcome

Volunteers are very important to the successful running of the Collingwood Athletic Club. If you have volunteered to help with the running of the Club, thank you for your assistance. We hope that this document will help you to understand a bit more about the Club, the ways in which volunteers can assist and some guidelines to follow when carrying out your role.

## About Collingwood Athletic Club

Collingwood Harriers is a friendly and supportive club that caters for athletes of all ages and abilities. Some of our members are former Olympic and World Champions, who can provide expert advice and encouragement. Whether you are an elite athlete or just want to run for fun and fitness, we are a great family club. The Club is based at George Knott Reserve Heidelberg Rd, Clifton Hill, VIC 3068. During the summer track and field season, and the winter cross-country and road racing season (XCR), we compete against many clubs from both the surrounding districts and across Victoria. We enter teams in most age groups which gives athletes of all ages the opportunity to compete.

## Why are volunteers needed?

We need a large number of people to volunteer their time in a broad range of ways. We have opportunities for people to get involved in coaching, to be an official or part of a committee or sub-committee, to assist with fundraising or social activities of the club, and to ensure the smooth running of competitions. Some roles are ongoing but many are one-off, even for just an hour or two. A large number of volunteers is necessary to spread the load of work, and also to keep the costs down for the Club.

It is a requirement of our participation in AV competitions that we supply volunteer helpers at most events. All Members of the Club, or family supporters of child members, are required to volunteer on at least one occasion through the season. If you are asked to help, your assistance is much appreciated and any instructions will be given to you on the day. Most roles are relatively straightforward; however volunteers will receive help and/or training to assist in carrying out their role. Where possible we will give you tasks that match your

interests and skills, and at competitions we will endeavour to assign you to roles at times that do not clash with your child's events.

The Club and Athletics Victoria will endeavour to provide you with safe working conditions. If at any time you are concerned about the conditions in which you are working, please advise an AV official or Committee member immediately.

Volunteering can be an enjoyable way to contribute towards the Club and athletics in general, so please observe the following to ensure that everything goes smoothly:

- please treat everyone with respect
- dress appropriately for your duties eg at AV competitions, you must wear enclosed shoes (no thongs or open sandals)
- ask if there is anything you don't understand
- be reliable, and let relevant people know if you can't attend / will be late.

It is important to note that although you are not required to have a current Working With Children Check if you are simply a volunteer helper at AV competitions, we do expect helpers to recognise the importance of the environment in which they are working where children are involved.

### **Loss of personal property**

Volunteers are required at both George Knott Reserve and other athletics and competition venues. You should exercise caution to protect your personal property at these venues, for example, purses, wallets or other valuable items should never be left unattended. The Club is not responsible for any lost or stolen items.

### **Reimbursement of expenses**

Volunteers are responsible for personal expenses incurred, except where purchases are made on behalf of the Club and the relevant purchases are approved by the Committee in advance. Receipts or invoices will be required for reimbursement, which must be addressed to the Treasurer.

Please see the Collingwood Harriers Athletic Club website for further information and contact details of Committee Members. <http://collingwoodharriers.org/>