

VOLUNTEER AGREEMENT

This is an Agreement between:

_____ **Volunteer Name** (referred to in this document as "you")

And **Golden Square Pool Inc** (referred to in this document as "we")

1 You are a Volunteer

The role of Volunteer at Golden Square Pool is voluntary role. This means you are not an employee of, or a contractor to Golden Square Pool Inc. 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 if required (refer to section 6).

You do not undertake Volunteer work at Golden Square Pool with the expectation of gaining employment. If there is the possibility that you might perform paid work for Golden Square Pool, this would be discussed separately, and a different agreement/contract would be generated.

2 What you can expect when Volunteering at Golden Square Pool

Golden Square Pool values its volunteers and we will endeavour to provide you with:

- An expectation of your duties and responsibilities.
- A full induction, orientation and training relating to the volunteer role.
- A safe environment in which to perform your role.
- A supervisor, so that you have the opportunity to ask questions and get feedback. Also someone with whom you can go to with any concerns relating to your role.
- Reimbursement for your reasonable expenses so that you are not out-of-pocket as a result of volunteering with us (refer to section 6).
- Insurance to cover you for the volunteer duties you are authorised to perform (see section 7).

3 What Golden Square Pool asks of its Volunteers

We ask that you:

- Support Golden Square Pool's aims and objectives
- Participate in all relevant induction and training sessions
- Only perform duties you are authorised to perform and always operate under the direction of Golden Square Pool's staff/Volunteer Manager and obey reasonable directions and instructions.

- Understand and comply with the organisation's policies and procedures including but not restricted to: the Code of Conduct, Child Safety Policy, Staffing Policy and Emergency Management Policy.
- Provide us with proof of a current Working With Children Check.
- Notify the Volunteer Manager or another member of staff of any health and safety issues or potentially hazardous situations, report any accident or incidents relating to staff, volunteers of the workplace.
- Behave as agreed in the Code of Conduct towards staff, the public and other volunteers in the course of your role.
- Let us know immediately if anything changes to make you unable or unsuitable to carry out your volunteer duties.

4 Contact Person

Your contact person at Golden Square Pool is the Volunteer Manager. If you have any questions or concerns about your role, your health and safety, or if you need any assistance to help you perform your role, please contact the Volunteer Manager as soon as possible (all contact details provided in the Volunteer Handbook).

5 The Health and Safety of You and Others

At Golden Square Pool volunteer safety and the safety of everyone who is involved in our organisation is a priority.

Golden Square Pool has safety obligations towards:

- You in your capacity as a volunteer
- The people that you interact with as a part of your volunteer role.

It's important to understand that you may be personally liable (that is legally or financially responsibly) for any harm or damage caused to yourself or others if you act outside of the instructions given to you or you are affected by drugs or alcohol when you are volunteering.

It's therefore important that you only perform the tasks outlined in the Volunteer Handbook and that you follow the instructions of the Volunteer Manager and Golden Square Pool staff.

In Victoria, the Occupational Health and Safety Act 2004 and Equal Opportunity Act 2010 applies. This means that Golden Square Pool has a duty of care to minimise risks to everyone affected by its conduct, including paid staff and volunteers.

It also means that as a volunteer, you have responsibilities including:

- Taking reasonable care for your own health and safety
- Taking reasonable care for the health and safety of others
- Complying with any reasonable instruction by Golden Square Pool

- Letting Golden Square Pool know of any concerns you have about safety of fitness in performing your role
- Cooperating with reasonable policies and procedures of Golden Square Pool

6 Volunteer Expenses and Other Benefits

As a volunteer we will ensure that you are not financially disadvantaged as a result of your volunteer role with us. With prior approval, we will reimburse you for any reasonable out-of-pocket expenses occurred on our behalf. These payments are not remuneration or wages and you will need to provide receipts. Other benefits such as food, entry, training etc are at the discretion of Golden Square Pool and is not considered payment in lieu of salary.

10 Insurance

Golden Square Pool has Public Liability Insurance to cover Volunteers when carrying out their volunteering roles that have been approved and authorised by us. To ensure that this insurance covers for your any incidents that occur while you are volunteering, you need to:

- sign in and out each time your volunteer
- attend the relevant inductions
- report an incident as soon as it has occurred

The following events are unlikely to be covered by our insurance:

- Actions that are beyond the scope of your volunteer role or occur without authority or permission from us.
- Criminal activity, dishonest activity or reckless activities (such as intoxication).

11 Consent to Use Photographs and Images

Golden Square Pool may take photographs and video of you in the course of your volunteering for the purpose of marketing and promotion, including printed material and digital platforms.

I agree / do not agree to the use of my image

12 Junior Volunteers

All Junior Volunteers are sponsored and supported by an adult as per our Child Safety Policy. When you sign this Volunteer Agree and the Consent to Use Photographs and Images, you also agree on behalf of the Junior you are associated with (if applicable)

13 Agreement

Volunteer's Name

Volunteer's Signature

Date

Junior's Name (1)

Junior's Name (2)

Junior's Name (3)

Junior's Name (4)