



OLD MELBURNIANS ATHLETIC CLUB, Inc
#A0053249B

VOLUNTEER HANDBOOK



O M A C



@oldmelbathsclub



Old Melburnians Athletics Club



@_omac

www.omac.oms.org.au

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Welcome

Thank you for volunteering at the Old Melburnians Athletic Club (“OMAC”). Volunteers are very important to us and we want to support you. This information should help you to get started but if you have questions at any time or if you would like to receive information in a different way please ask.

About Us

What we are about – OMAC is a track and field and cross-country club open to both men and women of all ages and abilities.

When we operate – OMAC competes in Athletics Victoria’s summer (track and field) and winter (cross-country) leagues. OMAC is also a part of the APSOC Cross Country competition that runs from April – September each year. OMAC has several club coaches who we can recommend; however, you are able to train with whoever you wish, or in your own time and still be a member of OMAC.

Who’s who: To contact anyone from the club, please send an email to oldmelburniansac@gmail.com

President – Alexander Carew

Treasurer – Ollie Wurm

Secretary – Harrison Roubin

Captain – Ollie Wurm

Vice Captain (Cross Country Captain) – Taylor Righi

Committee Members – Geza Benke, Kim Lovegrove, Taylor Righi, James Vine, Chris Baillieu, Sam Baines, Alex Gruen, Michael James.

Who volunteers?

We have opportunities for people to get involved in coaching, administration, to be part of a committee or sub-committee and to assist as volunteers on competition days. There are also tasks that are one-off or that can be done from home if you know anyone who would be happy to help but has time constraints.

Anyone can volunteer – it is an expectation that helps to keep the costs down for everyone. Volunteers generally do what they do to assist the club meet its goals but also because they like their involvement:

- They want to help because they like being around the club
- They want to learn new skills and meet new people
- They have skills that the club needs
- They want something to do with their time
- They enjoy their own or their children’s participation as a player

We encourage people to help out as much as they can, and encourage an “everyone pitches in culture”

If you or someone you know is interesting in taking the volunteer course, contact OMAC as we would like to help you be involved.

People to Help You

You will be shown the ropes by someone from the committee. If you have a problem or need to make contact, here are some useful people to contact.

Role	Name	When Best to Contact	Tel / Email
Captain	Ollie Wurm	Office hours	oldmelburniansac@gmail.com
Vice Captain	Taylor Righi	Office hours	tzrighi@gmail.com

Getting Started

On days where you volunteer, it will be important to familiarise yourself with the surroundings. You may know the venue already, but if not please ask a committee member to show you around including:

- The toilets
- Where equipment and supplies are kept
- First Aid facilities
- Where to park cars or bicycles
- Where to get a drink when you need it
- Areas where smoking is allowed
- Taken through the Codes of Conduct

NB: If a Working with Children Check or Police Check is needed for your role we will let you know how to obtain this.

Volunteer Form

When you start, you need to fill in a Volunteer Registration Form (or add details on the club registration form) which has your contact details, and details of a person to contact in an emergency. This is for our use only and will be kept with player records.

Keeping Everyone Safe

In the next few visits you will also be shown:

- What to do if you hurt yourself at the club
- Where the first aid kit is located
- Who can assist with your injury

If you see something that you think is unsafe, please alert the President.

Whilst volunteering for OMAC you can expect to:

- Be treated with respect and equal to others
- Receive help and/or training for you to learn and develop skills
- Be given tasks that match your interests and skills
- Be provided with safe working conditions
- Be thanked and recognised for volunteering

What the Club Expects from You

All volunteers are expected to:

- Treat everyone with respect, be polite and well behaved
- Follow the rules and procedures – you will be taken through these
- Ask if there is anything you don't understand
- Adhere to the Codes of Conduct
- Work together with other volunteers
- Be reliable, and let relevant people know if you can't come / will be late
- Ask for support when needed, talk about any concerns you may have
- Let us know on your Registration Form if you have any medical conditions we should know about
- Notify the Secretary of change of address or phone number

Volunteers may choose to leave at anytime, we ask for as much notice as possible. The Committee also reserves the right to terminate a position if for justifiable reasons the person is considered unsuitable for the role.

Concerns or Complaints

From time to time, issues and grievances will occur within the club – this is natural and we would like to try to resolve this as soon as possible:

If you have a concern or a complaint, you can:

- Speak directly to the person around which the complaint is directed;
- Speak to the Captain or Vice Captain;
- Or speak to the Club President.

It is OK to raise concerns.

Conduct

Volunteers are expected to follow codes of conduct. Inappropriate behaviour may lead to disciplinary measures from the Committee. Examples are:

- Bad language / abusive behaviour directed at anyone
- Breach of trust
- Neglect of duties and responsibilities
- Failure to attend or lateness
- Theft or inappropriate removal of property
- Physical violence

- Use of alcohol or illegal drugs while undertaking volunteer duties
- Committing a criminal offence while undertaking volunteer duties
- Smoking whilst in your role, in the presence of juniors

Protecting People's Privacy

From time to time you may need to collect contact details and health related information from members – it is important that this information is stored securely, and NOT distributed unless consent has been given. This information is only to be used for the purpose for which it was collected. For more information, discuss with the President.

Dress code

Volunteers set the tone for the club and need to dress appropriately for their duties. Comfortable and neat dress is appropriate for most volunteer roles.

Emergency

Volunteers should familiarize themselves with safety practices and emergency procedures adopted by the club or the facility. At a minimum, there should be access to a phone.

Loss of personal property

Volunteers should exercise caution to protect their personal property. Purses, wallets or other valuable items should never be left unattended. If an item is lost or stolen, a Committee Member should be notified, but the Committee cannot be held responsible for replacement

Non-smoking environment

Most venues OMAC operate in our smoke-free environments. Smoking is not permitted in any indoor or enclosed areas. Responsible disposal of cigarette butts is requested as is restraint from smoking in the presence of juniors whilst in your volunteer role.

Reimbursement of expenses

The volunteer is responsible for expenses incurred, except where purchases are made on behalf of the Club or Committee or the task has unusual cost level attached. Purchases of this nature should be approved by the Committee prior to the event. Receipts or invoices will be required for reimbursement.

Safety and liability

If a volunteer is injured during the course of volunteer service the President must be notified and the appropriate accident report forms need to be completed.

Thank you again for joining our team of volunteers!



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VOLUNTEER REGISTRATION FORM

Name:

D.O.B.:

Address:

Phone (H):

Phone (W):

Phone (M):

Email:

EMERGENCY CONTACT DETAILS

Name:

Address:

Phone:

Your relationship to OMAC (or OMAC members) e.g. athlete, parent, coach:

Volunteer positions you are interested in helping with e.g. competition day events, fund raising, team management or no preference:

Volunteer experience:

Is formal training required? Yes / No

Are you interested in taking a volunteer or officials course? Yes / No

Thanks for your interest,

OMAC.