



Beaconsfield *Junior* Football Club

Volunteer Code of Conduct

Rights and responsibilities of volunteers

Volunteers have the right to:

- An orientation to our Club
- A clear job description
- Job Satisfaction
- Support and respect from the Club & Co-workers
- Guidance from someone who is experienced and well informed
- Have access to training if needed

Volunteers have the responsibility to:

- Be sure they have the time to devote to the position/task
- Be loyal – offer suggestions, but don't "knock" other people's ideas
- Be willing to learn – training is essential to any job well done
- Keep on learning – know all you can about the Club and your job

- Be involved in relevant areas of decision making
- Insurance and safety
- Know who they are accountable to and have clearly defined channels of communication open to them
- Know what tasks they will be expected to perform and say "no" to tasks they are unable to do or do not want to do.

- Welcome supervision – you will do a better job and enjoy it more
- Speak up – ask about things you do not understand
- Be dependable – do what you agree to do
- Be a team player – respect the function of other volunteers and treat them fairly
- Provide feedback on the work being done.

Code of Practice/Conduct

Volunteers are critical to the growth of football because they determine the quality of the Club environment and the quality of the experiences for players and their families. Regardless of their role in the Club, volunteers must conduct themselves in a manner that promotes a quality environment for all those concerned so that the game of football and in turn, our Club can flourish.

Committee Member Code of Practice

Committee Members should:

- seek to recognise their motives for volunteering and share this information with the Club
- be committed to high quality service delivery
- actively accept training & personal development opportunities
- agree to work responsibly and ethically
- agree to communicate any concerns which might affect their work relationships or quality of service
- see themselves as part of a team and share in the decision making where appropriate

Committee Members are expected to:

- value and support all team members
- contribute their time and effort to work at various duties associated with the running and administration of the club (separate to attending meetings). The duties will be dependant on the role chosen.
- give full support to all decisions made by a majority vote of either Executive or General Committee (whichever is applicable).

Committee Member Code of Conduct

- Committee Members must be responsible for their actions and not verbally or physically abuse, intimidate or use threatening behaviour or language towards fellow Committee Members, Club Members and others.
- Committee Members are representatives of our Club and must conduct themselves in a professional and responsible manner and not participate in or contribute towards any action, either physically or verbally, that would bring our Club into disrepute.
- Committee Members must always respect the privacy and confidentiality of discussions between members at meetings.
- Committee Members must attend meetings. Failure to attend three (3) General Committee Meetings within a one year period (AGM to AGM) without giving reasonable explanation to the Secretary, prior to the meeting, may result in expulsion from the Committee.

In Summary

What the Club expects from you

- Your commitment
- Your time
- Your enthusiasm
- Your discretion
- Your honesty

What you can expect from the Club

- Appreciation and respect
- Information
- Consultation and supervision

Meetings

General Committee meetings:

Executive Meetings:

Sub-Committee Meetings:

Club Helpers:

Normally held:

Once per month throughout the year

Every two months or as required throughout the year

On an irregular basis as determined by that group

Contacted "when needed" on an event or project basis

Committee Member job descriptions are available at www.beaconsfieldjfc.com.au or on request from the Secretary.