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VOLUNTEER SUPPORT POLICY

Date approved: July 6 2021

Context

The ASCC relies heavily on the contribution of volunteers. Whilst it is expected that all members will volunteer their time, there are times when significant demand is made on individuals. Key roles undertaken by volunteers include:

- Membership of the Management Committee, undertaking specific management roles, and representing the ASCC on various forums
- Membership of Sub-Committees from time to time: Social, Road, Track, Assets & Facilities
- Undertaking actions outlined in the Operational Plan
- Coaching and supporting juniors and new riders
- Maintenance of the velodrome
- Assistance at races and events, from Commissaires and Race Directors to track markers, drivers, timekeepers, cooks, etc
- Other miscellaneous jobs, such as external communications, organising social rides and other club get-togethers, and approaching sponsors

It is important that the Club acknowledges its volunteers and if possible gives a small reward as thanks for the work they do. This policy sets the rewards and reimbursements that are considered appropriate.

Provide allowances to key club officials volunteering at listed races and events

Alice Springs Cycling Club will provide an allowance to cover some of the costs and time provided by volunteers who deliver club events listed on the annual ASCC events calendar.

The allowance can be claimed by the individuals who complete the following roles listed in the event calendar:

- Race Director
- Chief Commissaire
- an individual recruited as the Chief Volunteer.
- Coaches organising ASCC Skills Workshops or Come and Try Days

To be eligible for the allowance individual must undertake the following:

Race Director: \$40 per event

Direct and organise the listed event at the time and place specified. Liaise with all required commissaires, volunteers and any other officials or club members prior to and during the event as required. Conduct the event in a professional and safe manner, ensuring all rider details and results are recorded and provided to the club. Provide a race report that details the results of the event and any incidents that needed reporting within 3 days of completion of the event. For Gran Fondos there may be two directors listed, both being eligible for the allowance if duties are conducted as per calendar.

Commissaire: \$30 per event

Act as Commissaire at a listed race, ensuring a safe and fair event. Provide a Commissaire's report within 3 days after the event to the club.

Chief Volunteer: \$30 per event

Assist with the running of the event under the direction of the race director and commissaire. There is only one chief volunteer that can be nominated at each event. The Club may offer a Lifestyle Membership to regular volunteers that are not members.

Other

Support for volunteers at larger events such as the West Macs Cruise or the Masters Games will be determined on a case by case basis.

No allowance is paid for Race Directors of the joint club CycloCross events or for track racing events.

Coaches: \$40 a session (note this may vary if external grant funding is obtained)

Accredited Coaches taking the key organising role at ASCC Club Skills workshops and Come and Try days. Direct and organise the listed workshops at the time and place specified. Liaise with the Committee and all required volunteers and any other officials or club members prior to and during the event as required. Conduct the workshop in a professional and safe manner, ensuring all rider details and results are recorded and provided to the club. Provide a workshop report that details the outcomes, recommendations for future workshops, and any incidents that needed reporting within 2 weeks of completion of the workshops.

Accredited coaches supporting competitive Club members on agreed training and competition plans can submit in advance to the Management Committee to have costs reimbursed.

Payment method

Allowances will be paid to each individual on a quarterly basis by transfer of funds to the individual's bank account.

Other forms of acknowledgement

- Members or non-members who the Management Committee determine have made a special contribution of time and effort to the Club can be provided with benefits as determined by the Management Committee. These may include payment of an AusCycling lifestyle membership; a contribution to purchase of ASCC clothing kit, or a payment to cover costs

- ASCC to pay for to the cost of St John Ambulance courses undertaken by volunteers who contribute to the Club
- ASCC to pay for/contribute towards costs of coaching courses
- Committee members who attend the majority of meetings (in person or via phone/video) get an \$80 contribution to ASCC clothing each year
- Committee members who attend the majority of meetings can have free use of equipment rented out by the Club unless it has been booked by another paying member.
- Active Commissaires (i.e. four or more events a year) and Coaches get an \$80 contribution to ASCC clothing a year (but a person can only get one allocation a year even if both a commissaire/coach and committee member)