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| --- | --- | --- | --- |
| Insert Club/Event Name | | Approval Date: |  |
| Review Date: |  |
| Version No: |  |
| **President:** | Sign: | Name | |
| **Vice-President:** | Sign: | Name | |

**PURPOSE**

A safe working environment is provided to all volunteers, competitors, spectators and members and adequate insurance coverage is provided.

**POLICY**

All Clubs and/or events are to hold the relevant and required insurance and be aware of their responsibilities and liabilities.

All Volunteer Committee Members of not-for-profit and for-profit clubs owe a 'duty of care' once they agree to be a Committee member of an incorporated body. This duty of care is summarised in 5 legal statements:

A duty to act in good faith;

A duty not to gain advantage by improper use of your position;

A duty not to misuse information;

A duty to act with diligence and care; and

A duty not to trade while insolvent.

Volunteer Committee Members also have a 'fiduciary responsibility'. This means that Volunteer Committee Members have a trusteeship or stewardship responsibility on behalf of everyone associated with the club (internal and external). In other words they are not there for themselves but for others on whose behalf they hold a position of 'trust'. This governance role means the Committee is ultimately accountable to the club itself. Consequently, Volunteer Committee Members must remember that regardless of where they come from and why they are there, their first duty is always for the best interests of the club as a whole.

**PROCEDURE**

* Volunteer Committee Members to sign and agree to the Code of Conduct.
* Volunteer Committees Members to be provided with and be aware of their relevant constitution and liabilities.
* The Committee to ensure the club and/or event are covered by relevant and adequate insurance.
* The Constitution should be kept in a safe and central location and made available to members and volunteers as required.
* Volunteer Committee Members to be aware of insurance policies and ensure any additional activities (eg new events) are covered by the policy. If not, the insurer should be notified.
* The Insurance Policy should be kept in a safe and central location and made available to members and volunteers as required.
* The Committee to ensure that conduct by the Club and/or event does not contradict the policy and therefore create it to be null and void.
* The Committee to ensure conduct by members and volunteers does not contradict the policy and therefore create it to be null and void.

*Adapted from:* [*www.clubhelp.org.au*](http://www.clubhelp.org.au)