

Volunteer Policy

1. Introduction

1.1 Policy Handbook

This Policy Handbook sets out The Royal Yacht Club of Tasmania's (RYCT) policies with respect to your engagement as a volunteer. The policies referred to in this handbook apply to all volunteers and must be complied with. Volunteers who breach a policy may have their engagement with RYCT terminated.

The policies and procedures outlined in this handbook may be changed at any time at RYCT's discretion; volunteers will be advised of such changes. This handbook assists RYCT in providing clear direction and guidance, addressing any risks that may affect you as a volunteer, and improving the volunteer experience.

1.2 Welcome aboard!

Welcome to The Royal Yacht Club of Tasmania (RYCT) and thank you for volunteering your time to the Club. RYCT is Tasmania's premier yacht club and home to significant sailing events. RYCT relies on volunteers to assist with carrying out its sailing and social activities, achieving its overall objectives through the support of the volunteer program and the various roles it encompasses.

Aims and Objectives:

The RYCT volunteer program aims to provide opportunities for Members and others to become involved in Club activities and support our racing and events program.

Recruitment:

To support our volunteers, RYCT asks volunteers to complete a form outlining their skills and experience, so they can be appropriately placed in areas that best match their skills.

Volunteers assist RYCT in the following areas:

- Flag Officer
- Director
- Board Committees
- Race Management
- Safety Auditors
- Information Centre
- Event Support
- Radio Operators
- Boat Driving (Licence Required)

- Liaison Officers (Multi-lingual skills)
- Archiving Historical Records

Volunteers of RYCT are:

Provided with event shirts

Invited to attend RYCT event volunteer functions

Issued with a 'thank you' letter and Certificate of Appreciation from the Commodore

2. Volunteering with RYCT

2.1 Administration

Induction:

All volunteers receive induction training on the policies and processes of our Club, including work health and safety.

Conduct:

We value RYCT's good reputation in the community. As representatives of RYCT, it is important that volunteers do everything possible to maintain our reputation.

Keeping your details up to date:

It is important that we have up-to-date contact details for all volunteers so we can contact you quickly in the event of an incident. Please send an email, should your personal contact details change, to reception@ryct.org.au (update with RYCT's actual contact).

2.2 Expenses

Volunteers may be reimbursed for the cost of travelling or any other reasonable expenses incurred strictly for the purpose of carrying out their duties, subject to pre-authorisation in writing by RYCT. To claim an authorised reimbursement, you will need to keep the relevant receipts and lodge these promptly.

3. Conduct at Work

3.1 Code of Conduct and Standards

All volunteers are to observe the provisions of the Constitution, policies, and rules of RYCT. This includes undertaking any training necessary for the performance of your role, if required, and avoiding actions that may bring the organisation into disrepute.

We expect that you will treat all employees, visitors, sponsors, other volunteers and Members with respect and dignity always. Friendliness and pride in customer experience are key requirements of our volunteer roles.

Dress standard and appearance:

Volunteers are expected to attend duties in appropriate clothing for the role and, where possible, wear a uniform if provided. Footwear must be safe and sensible – the wearing of thongs is not permitted.

3.2 Contact with the Media

All requests from members of the media for comments or information should be directed to the General Manager or the Commodore.

Volunteers should not give interviews, appear in promotions, advertisements, or endorsements, or assist the media in relation to any story concerning the affairs of RYCT whilst on duty, unless authorised to do so by the RYCT GM.

3.3 Motor Vehicles and Marine Vessels

Any volunteer who uses a motor vehicle or marine vessel in the course of their role is required to observe all relevant laws (including road, traffic and boating rules). This includes complying with laws relating to driving or boating under the influence of alcohol or drugs. No alcohol is to be carried or consumed on any vessel belonging to or under the control of RYCT.

3.4 Drug and Alcohol Policy

Volunteers are not to be under the influence of alcohol, non-prescription drugs, or prohibited substances while volunteering at the Club.

3.5 Smoke-Free Workplace

RYCT observes a smoke-free environment including onboard Club vessels.

4. Bullying, Discrimination, and Grievances

Please refer to the RYCT Equal Opportunity, Anti-Discrimination & Harassment Policy

5. Social Media

Activities on social media should be considered public activities. Despite the availability of privacy functions on social media, it is possible for content to be shared beyond intended recipients. Please notify an RYCT staff member if you feel there is a potential breach on social media that may be reasonably considered as:

- Use or disclose proprietary, commercially sensitive or confidential information
- Disclosing confidential information about RYCT that is not public knowledge
- Stating or implying you are an authorised speaker on RYCT's behalf or giving the impression that any views expressed are the views of RYCT, unless authorised to do so
- Communicating information about RYCT to external media channels, unless by an authorised person.

6. General Surveillance

RYCT may conduct ongoing continuous or intermittent surveillance of the premises to ensure the safety and security of all property, volunteers, members, staff and visitors.

7. Privacy Policy

Any information disclosed to RYCT will be handled in accordance with the Privacy Act and will remain strictly confidential. Such information will not be disclosed to any third parties unless required or authorised by law or otherwise only with the volunteer's consent.

Volunteer Obligations:

Workers, including volunteers, must also take their obligations under the Privacy Act seriously. Ensure that you handle any employee, volunteer or other personal information in accordance with the Privacy Act and do not disclose it unlawfully.

8. Work Health and Safety

8.1 Health and Safety Policy Statement

The Royal Yacht Club of Tasmania and its officers recognise that the health and safety of all workers, including volunteers and other parties such as visitors, is of the utmost importance and vital to the success of our business. We aim to continuously improve health and safety in the workplace through consultation and increased health and safety awareness of management, workers and volunteers.

8.2 Emergency Procedures

Fire / Evacuation:

In the event of an emergency, including fire, alert RYCT staff immediately. If you are required to evacuate the premises, please do so through the designated exit and meet at the emergency meeting point at the Club Flagpole near the main entrance to the Club car park.

Medical Emergency / First Aid:

In the event of a medical emergency, notify RYCT staff immediately and call 000. Guide emergency services to the incident location and follow all instructions by RYCT staff, including any RYCT First Aiders helping until emergency services arrive. Ensure that you stay and complete any required forms after the incident as needed to assist RYCT in minimising the risk of similar future incidents.

8.3 Insurance

RYCT has personal accident and public liability insurance to cover voluntary workers acting in accordance with the Club's rules and policies in their capacity as a volunteer.

RYCT aims to reduce risk to its volunteers, staff and Members through proper health, safety, training and management practices and the documenting of procedures. Ensure that you comply with the Work Health and Safety policy and report any incidents or injuries to your RYCT staff contact to ensure that it is properly treated and that the insurers are advised where needed.

8.4 Working With Vulnerable People

All RYCT volunteers who engage in activities that involve contact with, supervision of, or responsibility for children, young people, or other vulnerable persons are required to hold a current Working With Vulnerable People (WWVP) Registration issued by the Tasmanian Government.

9. IT Policy

9.1 Email and Computer Use

This policy sets out RYCT's policy in relation to using and accessing its computer systems, including the internet and email, in the course of your duties as a volunteer.

You must comply with the following:

- You may use RYCT's IT resources for business use and reasonable personal use, provided that such use does not bring RYCT or its related entities into disrepute and is not contrary to this policy or to any applicable law
- You must not use any of RYCT's property or IT resources to deal with illegal, offensive, or defamatory material including by creating, downloading, transmitting, copying, or saving illegal, offensive or defamatory material
- You must not use any of RYCT's property or IT resources to bully, harass or discriminate against any person
- You must not send or disclose confidential or proprietary information belonging to RYCT except as strictly necessary in the proper performance of your duties

Thank you!

On behalf of the Royal Yacht Club of Tasmania, we thank you for offering to assist as a volunteer of RYCT. We hope that your time as a volunteer will be rewarding.