

## ADELAIDE PLAINS EQUESTRIAN CLUB INC POLICIES

Policy number	8	Version	6
Drafted by	AM	Approved by	July 2022
		Committee	
Responsible person	Event Coordinator	Scheduled review date	July 2025

### **VOLUNTEER POLICY:**

The Adelaide Plains Equestrian Club (“APEC”) relies heavily on the unpaid work of volunteers and values their contribution highly.

This policy is intended to ensure that volunteers working at APEC (Adelaide Plains Equestrian Club) events have work that is safe, significant, fulfilling and appreciated.

All volunteers shall be treated with respect and gratitude for their contribution.

Volunteers shall be engaged at the discretion of the APEC Committee.

Volunteers shall carry out duties assigned by the APEC Committee.

All volunteers shall, as far as possible,

- be protected from harm,
- be relieved of liability for acts performed in the discharge of their volunteer functions.

### **RESPONSIBILITIES**

It is the responsibility of the APEC Committee to appoint an Event Coordinator.

The Event Coordinator shall be responsible for organising the recruitment, training, and supervision of volunteers.

The Event Coordinator shall ensure that each volunteer is trained and capable of fulfilling their functions.

### **INDUCTION**

All volunteers shall be offered appropriate information and training to discharge their functions, and successful completion of this training shall be a condition of carrying out these functions.

### **SUPERVISION**

All volunteers shall receive appropriate supervision in the exercise of their functions.

### **REIMBURSEMENT**

All volunteers shall be reimbursed for all approved expenditure incurred in the exercise of their functions, as determined by the Committee.

## PROCEDURES FOR VOLUNTEERS

- If unable to attend on the day, the Event Coordinator should be notified as soon as possible.
- Report to registration desk and sign in for duties.
- Follow instructions from the Event Coordinator.
- Are not permitted to be under the influence of drugs or alcohol.
- Must wear appropriate clothing including safety vests if required.
- Must wear safe closed in shoes.
- Be sun smart.
- Do not endanger themselves or others.
- Report any threats or dangers.
- Sign out at the end of the day.

## REVIEW / CONSULTATION

The review of this policy is the responsibility of the Adelaide Plains Equestrian Club Committee. This policy will be reviewed at least every three years.

**APPROVED**                      *A.J.Maddison*

**DESIGNATION**                President

**DATE**                            July 2022