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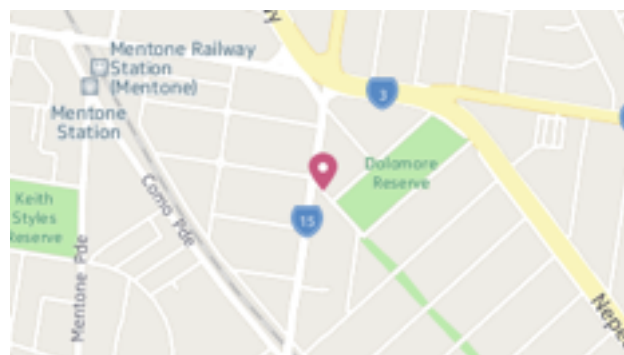
**MENTONE ATHLETIC CLUB**

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# **Mentone Athletics Club Volunteer Handbook**



**Dolomore Reserve, Queen Street, Mentone, Victoria 3194**





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## MENTONE ATHLETIC CLUB

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# Welcome

Thank you for volunteering at Mentone Athletic Club. Volunteers are very important to us and we want to support you. This information should help you to get started but if you have questions at any time or if you would like to receive information in a different way please ask.

# About Us

Mentone Athletics Club is located in Bayside Melbourne. The club provides access to athletics training and competition for people of all abilities aged 13 and over. The club culture is one based on fun and fitness.

We cater for all events and are one of a few clubs with specialist throwing and pole vault coaches and facilities.

The summer track and field season starts in October and runs through to March/April each year. Competition is held most Saturday afternoons in the Blue region.

The winter road and cross country season starts in April and runs through to September. Mentone has a strong tradition of cross country teams and caters for juniors, open and 40+ athletes of all abilities.

Training is held at Dolamore Reserve on Tuesday and Thursday evenings from 7pm and Sunday mornings.

The club committee is:

- Heather Whitaker, President (0417 126 635)
- Claire Johnson, Secretary
- Derek Couper, Treasurer
- Antony Symons, Registrar



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## MENTONE ATHLETIC CLUB

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### Who Volunteers?

We have a large number of people who give their time in a broad range of ways in a voluntary capacity. We have opportunities for people to get involved in coaching, administration, to be part of a committee or sub-committee, to assist in the canteen etc. There are also tasks that are one-off or that can be done from home if you know anyone who would be happy to help but has time constraints.

Many people volunteer – it is an expectation which helps to keep the costs down for everyone. Volunteers generally do what they do to assist the club meet its goals but also because they like their involvement:

- They want to help because they like being around the club
- They want to learn new skills and meet new people
- They have skills that the club needs
- They want something to do with their time
- They enjoy their own or their children's participation as a player

We encourage people to help out as much as they can, and encourage an “everyone pitches in culture”

### Getting Started

You may already be familiar with the club and the surroundings, but if not please ask any of our committee members or coaches to show you around including:

- The toilets
- Where equipment and supplies are kept
- First Aid facilities
- Where to park cars or bicycles
- Where to get a drink when you need it
- Areas where smoking is allowed
- Taken through the Codes of Conduct

*NB: If a Working with Children Check or Police Check is needed for your role we will let you know how to obtain this.*



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# Volunteer Form

When you start, you need to fill in a Volunteer Registration Form (or add details on the club registration form) which has your contact details, and details of a person to contact in an emergency. This is for our use only and will be kept with player records.

## Keeping Everyone Safe

In the next few visits you will also be shown:

- What to do if you hurt yourself at the club
- Where the first aid kit is located
- Who can assist with your injury

If you see something that you think is unsafe, please alert the President.

## What You Can Expect From Us

Whilst at Mentone Athletic Club you can expect to:

- Be treated with respect and equal to others
- Receive help and/or training for you to learn and develop skills
- Be given tasks that match your interests and skills
- Be provided with safe working conditions
- Be protected by insurance
- Be thanked and recognised for volunteering

## What The Club Expects From You

All volunteers are expected to:

- Treat everyone with respect, be polite and well behaved
- Follow the rules and procedures – you will be taken through these
- Ask if there is anything you don't understand
- Adhere to the Codes of Conduct
- Work together with other volunteers
- Be reliable, and let relevant people know if you can't come / will be late
- Ask for support when needed, talk about any concerns you may have



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- Let us know on your Registration Form if you have any medical conditions we should know about
- Notify the Secretary of change of address or phone number

Volunteers may choose to leave at anytime, we ask for as much notice as possible. The Committee also reserves the right to terminate a position if for justifiable reasons the person is considered unsuitable for the role.

## Concerns of Complaints

From time to time, issues and grievances will occur within the club – this is natural and we would like to try to resolve this as soon as possible:

If you have a concern or a complaint, you can:

- Speak directly to the person around which the complaint is directed;
- Speak to the Coach or Summer/Winter Captains;
- Or speak to the Club President.

It is OK to raise concerns.

## Conduct

Volunteers are expected to follow codes of conduct. Inappropriate behaviour may lead to disciplinary measures from the Committee. Examples are:

- Bad language / abusive behaviour directed at anyone
- Breach of trust
- Neglect of duties and responsibilities
- Failure to attend or lateness
- Theft or inappropriate removal of property
- Physical violence
- Use of alcohol or illegal drugs while undertaking volunteer duties
- Committing a criminal offence while undertaking volunteer duties
- Smoking whilst in your role, in the presence of juniors



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### **Protecting People's Privacy**

From time to time you may need to collect contact details and health related information from members – it is important that this information is stored securely, and NOT distributed unless consent has been given. This information is only to be used for the purpose for which it was collected. For more information, discuss with the President.

### **Emergency**

Volunteers should familiarize themselves with safety practices and emergency procedures adopted by the club or the facility. At a minimum, there should be access to a phone.

### **Loss Of Personal Property**

Volunteers should exercise caution to protect their personal property. Purses, wallets or other valuable items should never be left unattended. If an item is lost or stolen, a Committee Member should be notified, but the Committee cannot be held responsible for replacement.

### **Non-smoking Environment**

Mentone Athletic Club is a smoke-free environment. Smoking is not permitted in any indoor or enclosed areas. Responsible disposal of cigarette butts is requested as is restraint from smoking in the presence of juniors whilst in your volunteer role.

### **Reimbursement Of Expenses**

The volunteer is responsible for expenses incurred, except where purchases are made on behalf of the Club or Committee or the task has unusual cost level attached. Purchases of this nature should be approved by the Committee prior. Receipts or invoices will be required for reimbursement.



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### **Safety And Liability**

If a volunteer is injured during the course of volunteer service the President must be notified and the appropriate accident report forms need to be completed.

The Mentone Track and Field Centre provides public liability insurance for the Dolamore Reserve.

### **Competition Day Routines**

For volunteers helping on competition days, please follow the instructions given by the Athletics Victoria officials at all times. The officials are also volunteers and do a tremendous job overseeing the competition and ensuring all athletes are treated fairly and within the rules.

For club duties, all volunteers must marshal at the event 15 minutes before the scheduled start time. Mentone Athletic Club will roster one extra volunteer per shift which allows each volunteer to have a break.

**Thank you again for joining our team of  
volunteers!**