

Draft Volunteer Assistance Policy

1 BACKGROUND

To conduct club events in an appropriate manner requires resources including people's time, and the provision of vehicles. Likewise the general operation of the club requires the work of members. In order to minimise the costs to members, resources are almost entirely the result of voluntary contribution.

2 ISSUES

The club must operate in a manner that achieves its objectives in a legal and safe manner. This requires various inputs into the club's operation.

A number of issues result from the need for volunteer input into the club functions, operations and events.

- The spread of workload is generally not spread across the members equitably.
- There is no system to record or recognise those contributing towards the operation of the club.
- There is no system to ensure that all members make a contribution at some time.
- There are often difficulties getting the volunteer input required to conduct club events.

As a result the workload tends to be concentrated on a relatively small number of people.

3 SEVERANCE OF THE POLICY

This policy is written for the purposes of operational management of the Cairns Cycling Club. It does not override:

- the constitution of the Cairns Cycling Club,
- the constitution, rules or regulations of Cycling Queensland or Cycling Australia; or,
- a government act or regulation.

Where appropriate the requirements of any of the above instruments shall take precedence over this policy.

4 POLICY

4.1 General Principles

4.1 (a) Riders and family groups that race in Cairns Cycling Club events (open events excluded) shall accept that as the club relies on volunteer input, all riders shall be required to contribute in an appropriate and recognised way.

4.1 (b) The system shall recognise that club operations involve a number of different volunteer inputs from members, including but not limited to:

- (i) club administration;
- (ii) coaching as required by the club;
- (iii) acquisition of sponsorship;
- (iv) organisation of events;
- (v) marshalling at road events;
- (vi) assistance at track events;
- (vii) commissairing;
- (viii) provision and driving of lead and follow vehicles;
- (ix) web and communication services, and;
- (x) other services as deemed required by the Management Committee.

4.1 (c) The minimum input required of an rider shall be commensurate with that rider's usage of club services.

4.1 (d) The policy shall not discourage riders from encouraging the participation of family members.

4.1 (e) Riders may choose to opt out of the system, and in this case they

shall incur an additional fee for race nomination

4.1 (f) Riders who fail to discharge their obligations to contribute to club operations shall incur an additional fee for race nomination

4.2 Recording volunteer input into club operations

4.2 (a) Members contributing volunteer input into club operations shall have their input recorded through the use of a points system.

4.2 (b) Points for volunteer contribution towards club operation shall be awarded according to Table I. These points shall be called Volunteer Points.

4.2 (c) The award of Volunteer Points shall be at the discretion of the Club Management Committee.

4.2 (d) Riders may have another person contribute volunteer input on their behalf.

4.2 (e) Volunteer contribution at open events with which the club is involved shall accrue Volunteer Points.

Contribution	Points	Frequency
Performing the role of Secretary	3	per week
Performing the role of Treasurer	2	per week
Coaching, or assisting coaching sanctioned by the club	1	per hour
Marshalling, leading or following at a road race	1	per event
Providing a vehicle at a road race	1	per event
Setting up the course for a road race (signs etc.)	1	per event
Clearing up course after a road race (signs etc.)	1	per event
Commissairing at a road race, criterium or track race	2	per event

Chief Commissaire at a road race, criterium or track race	3	per event
Travelling more than 1 hour from Cairns to assist at an event	1	per event
Marshalling at a criterium	1	per event
Assisting at track racing (judge, lap scorer, canteen etc.)	1	per meeting
Work for the club sanctioned by the management committee	1	per hour

Table I - Volunteer Points

4.3 Recording usage of club services

4.3 (a) Each time a member uses the services of the club, that member shall have a score recorded against them according to the Table. These points shall be called Service Points.

Club Service	Points	Frequency
Competing in a road race	2	per event
Competing in a criterium	1	per event
Competing in track racing	1	per meeting

Table II - Service Points

4.3 (b) Competition in open events shall not accrue Service Points.

4.3 (c) Where one or more family members compete with the club (including juniors up to and including the age group of U/17), points shall be awarded for the family group. In this instance points counted towards use of club services by the family group shall be the number of times one or more family members competes in a club event.



That is, each time one or more family members competes in an event, the appropriate Service Points shall be accrued for one person, regardless of how many of the family competed on the day.

4.4 Determining an appropriate level of volunteer input

4.4 (a) A score shall be calculated for each member or family group by dividing the number of Service Points by the number of Volunteer Points. The resulting number shall be called the Contribution Ratio.

4.4 (b) The Contribution Ratio shall be used as a measure of a members volunteer input in relation to their usage of club services. This will be done by sorting the Contribution Ratio scores from highest to lowest.

4.4 (c) Those riders who fall into the bottom 25% on contribution ratio shall be required to make arrangements for volunteer contribution to the club. This contribution need not necessarily be immediate, and could involve making a commitment to fulfil a specific need at a specified time in the future. For instance, a member may volunteer to fill a volunteer vacancy at a race occurring weeks or months away.

4.5 Non-contributing members

4.5 (a) A rider or family group may opt out of the system, and accept the status of Non-contributing Rider.

4.5 (b) If a rider or family group falls into the bottom 25% on contribution ratio, and:

- (i) fails to make a reasonable effort to commit to volunteer contribution, or;
- (ii) refuses to commit to making a volunteer contribution,

then this rider or family group may, at the discretion of the Management Committee, be declared a Non-contributing Rider.

4.5 (c) Non-contributing Riders shall remain entitled to normal usage of club services, but will be asked to contribute a higher race nomination fee.

4.5 (d) Non-contributing Riders will not incur further Service Points

4.5 (e) Non-contributing Riders will not accumulate further Volunteer Points

4.6 Changing the status of a non-contributing member

4.6 (a) A Non-contributing Rider may change their status by indicating to the Management Committee that they wish to do so.

4.6 (b) In order for their status to be changed, a Non-contributing Rider must make arrangements to provide accepted and appropriate volunteer input to a degree that moves them above the bottom 25% of members on Contribution Ratio.

4.6 (c) Once a Non-contributing Rider has made the necessary specific commitment to volunteer input, they shall be deemed a Contributing Rider.

4.7 Members unable to undertake volunteer commitments

4.7 (a) Where a member has committed to provide volunteer input, the club expects that this commitment will be fulfilled. However the club recognises that circumstances may arise where this is not possible.

4.7 (b) Where a rider is unable to fulfil their volunteer commitment, they should endeavour to do one of the following, in the order of preference given.

(i) Find someone else to undertake the task committed to. This person may undertake this task on behalf of the original volunteer, or on behalf of themselves.

(ii) Report to the club as soon as possible that they are unable to fulfil their commitment.

4.7 (c) Where a member who falls into the bottom 25% on Contribution Ratio, and is unable to undertake a volunteer commitment, then the member will be required to commit as soon as practicable to specific future volunteer input or risk being deemed a Non-contributing Rider.

4.8 Failure to undertake volunteer commitments

4.8(a) Where a member fails to undertake volunteer commitments, and:

(i) has failed to arrange a substitute to fill in for them; and

(ii) has failed to notify the club that they were unable to fulfil the commitment; and

(i) has failed to provide a reasonable explanation as to why they were unable to fulfil their obligations (including their obligation to notify);

then the management committee shall determine what action to take.

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