



HOCKEY GEELONG

Geelong Hockey Association

**HOCKEY GEELONG
STAFF and
VOLUNTEER
MANAGEMENT
POLICY**

INTRODUCTION

To meet its strategic plans and objectives, the Geelong Hockey Association Inc (trading as Hockey Geelong, or commonly referred to as HG) is critically reliant on the support of significant numbers of unpaid volunteers and several paid staff.

HG highly values the contribution of its volunteers and staff, and commits to ensuring all volunteers and staff are treated with respect and gratitude for their contribution.

Volunteers assist the Association in many different ways, as:

- Coaches
- Team Managers
- Technical Officials
- Members of Committees and Working Groups
- Unpaid and paid umpires
- Representative Team Co-ordinators
- People who contribute their time to the canteen, working bees, family days and social events
- People who contribute to HV Zone events and tournaments

POLICY

To support our volunteers and paid Staff, HG will ensure that:

- volunteers and staff have a work environment that is safe, significant, fulfilling and manageable
- volunteers and staff are provided with clear guidance as to what is required of them in carrying out their duties, with clear job descriptions provided for major roles
- volunteers and staff are provided with the required training and support so they are capable of fulfilling their functions adequately
- volunteers and staff are provided with appropriate supervision and support
- volunteers are supported in their efforts to increase their skills - especially as they relate to coaching, umpiring or officiating
- volunteer roles, especially junior coaches, are supported with assistant coaches and mentors wherever feasible.

In addition, staff are supported to increase their skills, especially those that relate to their employment.