



The Dynamic Running Volunteer Policy

This policy outlines members' responsibilities with regards to volunteering with Dynamic Running and allows people to choose how they want to be part of the club.

In most community and sporting organisations there is one group of people who actually end up paying more than anyone else in the club to be involved the dedicated volunteers!

Although it's obvious, it may need to be pointed out that not everyone in Dynamic Running has the same financial circumstances. Some have no time and more money (because of work commitments or travel) and others have more time but little money (such as retirees or those with young children). This volunteer policy takes into account these different circumstances and allows everyone to make the choice that best suits their individual circumstances.

Since our establishment in April 2014, we have been able to supplement our club income slightly with race fees, fundraisers, grant money and sponsorships, yet we still rely mostly on money collected from memberships to survive.

In 2016 we trialled a volunteer reward scheme, and that system concluded on 7 December 2016. As of 8 December 2016 an updated version of this scheme took effect. Details are as follows:

Volunteer tiers

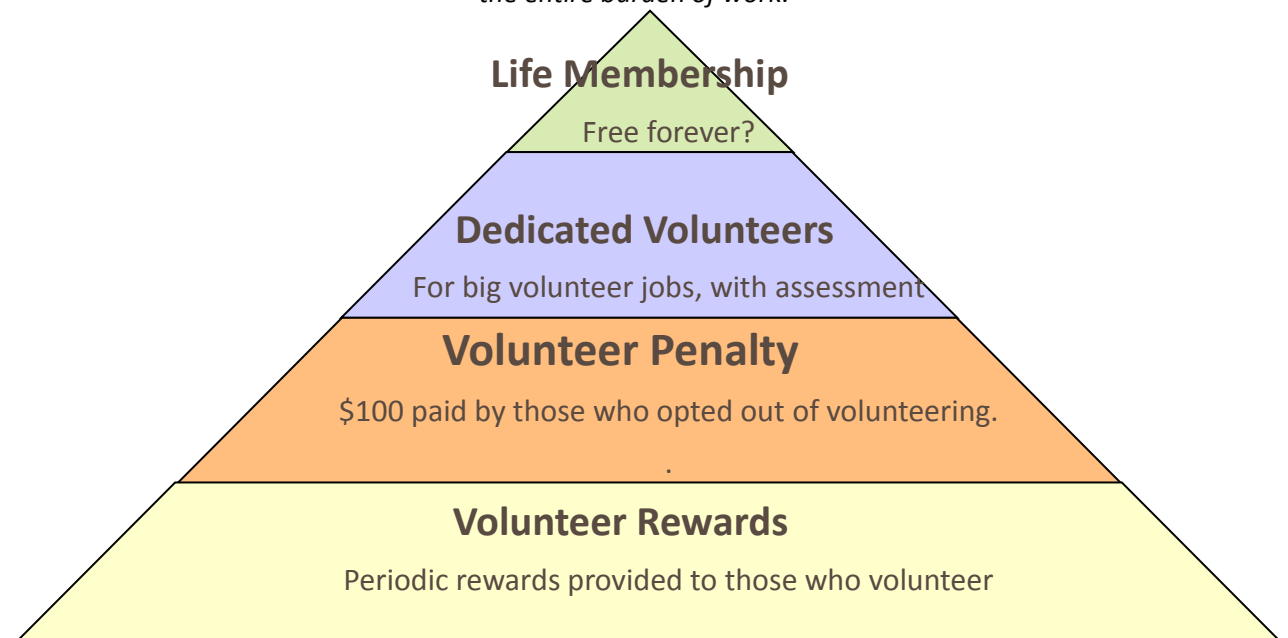
Life membership – we are too young for this to apply!

Dedicated Volunteers – This tier aims to recognise those who devote a lot of their time to the running of the club. More details are provided on the next two pages.

Volunteer Penalty - A \$100 fee per year will be added at the time of membership renewal if an adult member opts out of volunteering during their membership. Membership cannot be renewed unless the full penalty payment is received. Penalties will be imposed from 8 December 2017 onwards. There is no timeframe on the amount of volunteering required to avoid the penalty. As the club accumulates funds from penalty payments, those funds will be used to reward the dedicated. **It is entirely appropriate that members who do all the work should be subsidised by those who choose to do nothing.**

Volunteer Rewards – This tier covers club members who help out during the year. Rewards include lucky draw prizes at events, coffee vouchers, etc.

This policy allows the club to delegate to the entire membership, rather than a few having to carry the entire burden of work.



Dedicated volunteers

Why

Volunteering is something people do to give back to their Club. Volunteers don't receive payment for their help, however it is important to recognise those who **help often**. The 'Dedicated Volunteer' tier of this policy acknowledges the club members who devote a lot of their time to the running of the club.

How does it work?

1. Read over the Volunteer roles and descriptions below and decide how you can help out.
2. Volunteer and keep a log of your volunteer hours.
3. Submit your log to the Board Directors for assessment.
4. Your reward can be merchandise, discounted race fees, or other, as decided by the Board of Directors.

Conditions

- Volunteers can use someone else (e.g. a spouse or family member) to do their volunteer duty.
- Must be 16 years or older.

Volunteer roles and descriptions

| Significant Role | Description | Time commitment |
|-----------------------|--|-------------------------|
| Race Director | <ul style="list-style-type: none">• Work with the Registrar organising volunteer rosters and maintaining records• Supervise and instruct race teams: marshals, recorders, time keepers, first aid personnel and other officials• Oversee course set up and pull down• Shopping for the event• Transport arrangements for competitors• Write a race report• Account for equipment following races• Conduct pre and post event equipment checks• Alert the Board to any areas of concern regarding equipment and maintenance and the actions required to remedy concerns | 2-3 weeks prior to race |
| Volunteer Coordinator | <ul style="list-style-type: none">• Monitor club membership and assign roles/duties to members based on their preferences and availability | 2hrs x 30 weeks |
| Registrar | <ul style="list-style-type: none">• Maintain registers of members' names and addresses, volunteers, life time members and sponsors• Handle incoming memberships• Keep a record of results and race reports for all events• Keep a record of the organisation's respective trophies, shields and awards | 2hrs x 30 weeks |
| Treasurer | <ul style="list-style-type: none">• Prepare a budget and monitor it carefully• Keep books and accounts up-to-date showing correctly the financial affairs of the club• Send out accounts promptly• Receive all fees and issue receipts and deposit the amounts into the bank.• Pay all accounts that have been passed for payment by the Board and legitimate expenses incurred by organisation members• Keep a proper record of all payments and monies received• Ensure that volunteers are reimbursed for their approved out-of-pocket expenses• Give Treasurer's report at regular meetings and when required• As soon as practicable after the end of each financial year prepare a statement containing particulars of the income and expenditure for the financial year just ended and the assets and liabilities and of all mortgages, charges and securities affecting the property of the Association at the close of that year.• Produce the annual financial statement/report to be duly signed by the Auditor and present those audited financial statements at the Annual General Meeting | 2hrs x 30 weeks |

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| Coach for Junior Program | <ul style="list-style-type: none"> • Must be qualified, and licensed under the appropriate delegated athletics organisation, and the licence must be maintained and updated as required. • The Board will review the performance/value of external coaching services. • Respect the rights, dignity and worth of every athlete and treat everyone equally, regardless of background or ability. • Ensure that the practical environment is safe and appropriate, taking into consideration the age, maturity and skill level of the athlete. Before using any venue for coaching, the coach must ascertain that a risk assessment is in place for the appropriate activity. • Respect the image of the coach and continuously maintain the highest standard of personal conduct, reflected in both the manner of appearance and behaviour. | 3hrs x 30 weeks |
| Social Coordinator | <ul style="list-style-type: none"> • Arrange venue hire and monitor guest lists for upcoming Celebratory Dinners, Pasta Parties, etc. Liaise with venue re menu. | 2 hr x 5 weeks |
| Merchandise Coordinator | <ul style="list-style-type: none"> • Package merchandise for distribution to club members and competitors. | 1 hr x 20 weeks |
| Social Media | <ul style="list-style-type: none"> • Manage social media posts/messages/events for all Dynamic Running social media pages. | 1 hr x 50 weeks |
| Newsletter editor | <ul style="list-style-type: none"> • Newsletter editor | 3 hr x 12 weeks |
| Traffic Controller | <ul style="list-style-type: none"> • Level 3 ticket required. | 4 hrs per shift |

| Examples of General Volunteer Duties to qualify for the Volunteer Rewards tier: | | |
|---|--|-----------------|
| Duty | Description | Time commitment |
| Shopping prior to event | Use shopping list provided and buy the fruit, buns, lollies, etc. prior to race day. | 30min - 1½hours |
| Catering | Chop up fruit/bread/etc. during event. | 1-2 hours |
| Course set up | Letter drop before event. Set out cones, course markers, warning signs - usually on race day or the day before. | 1 - 4 hours |
| Course pull down / Sweep | Collect in cones, course markers, warning signs - usually on race day or the day after. Sweeps receive free entry into the event. | 1 - 4 hours |
| Marshal on course | Stand on a street corner and direct the runners. | 1 - 3 hours |
| Registration | Hand out race bibs or bags, check mandatory gear, update competitor lists, and take outstanding payments. This can be someone who is participating in the event. | 30 min – 1 hour |
| Timekeeping | Use the splits on the stop watch to record finish times. | 1 – 4 hours |
| Finish tokens | Hand out finish tokens as runners cross the line. | 1 – 2 hours |
| Barcode scanning | Scan bar codes handed out on finish line. | 1 – 2 hours |
| Recording / Ribbons | Write out ribbons before the race. Use finish tokens to determine finish position of runner and distribute ribbons accordingly. For longer events, it also requires time adjustments due to staggered starts. | 1 – 4 hours |
| Results processing | Download times and finish token positions and marry the two together | ½ - 2 hours |
| Photographer | Take photographs. | Negotiable |
| Transport of port-a-loo or race gear | Collect, fill with water and tow port-a-loo to location. Or tow trailer with race gear to location. | 3 - 4 hours |
| Remote water stop / Checkpoint marshal | Set up and maintain a drink station or checkpoint. Collect the gear prior to the event, set up the table with cups and water, prepare and set out food. | 1-4 hours |
| Bus driver | Transport competitors from pick up location to start and from finish back to drop off. | 2 – 4 hours |