



## **INVOLVING VOLUNTEERS GUIDELINES**

**December 2010**

National Standards for involving volunteers in not for profit organisations were developed by Volunteering Australia to ensure volunteers:

- Are not exploited
- Work in safe and healthy environments, and
- Know what their role is

Oceania Athletics Association (OAA) affirms that in the conduct and organisation of its activities:

### **Volunteers shall**

- Be appointed without discrimination
- Be given appropriate training for the tasks allotted
- Wherever possible be provided with job descriptions
- If appropriate be provided with insurance cover

### **Oceania Athletics Association shall**

- Ensure activities of volunteers take place in a safe and healthy environment
- Ensure volunteers know who they are responsible to
- Reimburse volunteers for reasonable out of pocket expenses (this would not normally include the cost of transport to the volunteering location)
- Acknowledge the contributions of volunteers