



MHYC

MIDDLE HARBOUR YACHT CLUB

Volunteer Policy

September 2021

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Appendix 2 – OH&S Induction

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Appendix 5 – MHYC Sailing Incident Management Plan

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1. Introduction

1.1 Volunteer Policy

This Policy document sets out Middle Harbour Yacht Club's (MHYC's) policies with respect to your engagement as a volunteer. The policies referred to in this handbook apply to all volunteers.

The policies and procedures outlined in this handbook may be changed at any time at MHYC's discretion, however volunteers will be advised of any such changes. This policy assists MHYC with providing clear direction and guidance, address any risks that may affect you as a volunteer and aims to improve the volunteer experience.

1.2 Welcome aboard!

Welcome and Thankyou

Welcome to Middle Harbour Yacht Club (MHYC) and thank you for volunteering your time to the Club. MHYC is one of Australia's premier yacht clubs with an active yacht and dinghy racing program and is host of several major annual regattas.

MHYC relies on volunteers to assist with carrying out its sailing and social activities. It achieves its overall objectives through the support of the volunteer program and the various roles that it encompasses.

Aims and Objectives

The MHYC volunteer program aims to provide an opportunity for Members and Non-Members to become involved in Club activities and support our racing and events program.

1.3 Recruitment

For MHYC to better support it's volunteers, they are asked to outline their skills, experience and volunteering interests. This way volunteers can be appropriately placed in the areas that most match their skills and interests.

Volunteers assist MHYC in the following areas:

- Committees
- Race Management Team (RMT)
- Event Support
- Safety Auditors
- Club Maintenance

1.4 Provisions

Individuals who volunteer for more than two hours on any day will be provided two drink vouchers.

Race Management Team volunteers who are expected to be afloat between 1200 and 1300 will be provided with a packed lunch.

2. Volunteering with MHYC

2.1 Membership and affiliation

All volunteers are required to be affiliated with Middle Harbour Yacht Club or another Australian Sailing club and have a current Australian Sailing membership number.

Individuals who volunteer for five or more days each year (September to August) are considered Regular Volunteers. Individuals who volunteer for less than five days each year (September to August) are considered Casual Volunteers.

Regular Volunteers

Regular Volunteers who are not a current member at Middle Harbour Yacht Club or another Australian Sailing affiliated club will be registered as an MHYC Volunteer Member in the Australian Sailing RevSport member database.

Regular Volunteers who are a Club General Member at Middle Harbour Yacht Club will be provided with the following additional member benefits – 10% discount on food, beverage and merchandise, access to discounted parking permits.

Casual Volunteers

Casual Volunteers who are not a current member at Middle Harbour Yacht Club or another Australian Sailing affiliated club will be provided a voucher code for a free SailPass for the day of volunteering.

2.2 Volunteer Development

MHYC Race Management volunteers are encouraged to develop their skills through:

- On-the-job training with other volunteers
- Informal education sessions provided by MHYC
- Accredited training opportunities (First Aid, Radio Operator, Mark Layer, Race Officer, Protest Committee Member, Judge, Measurer, Safety Equipment Auditor etc.)

Financial or other support may be available for accredited training. Contact the Sailing Office for more information.

2.3 Administration

Induction

All volunteers receive induction training on the policies and processes of our business including work health and safety.

Keeping your details up to date

It is important that we have up-to-date contact details for all volunteers so that we can contact you or a next of kin quickly in the event of an incident. Should your personal contact details change, please email sailing@mhyc.com.au

2.4 Expenses

Volunteers may be reimbursed for the cost of travelling or any other reasonable expenses incurred strictly for the purpose of carrying out their duties, subject to pre-authorisation in writing by MHYC. Travel to and from home to the club is not a claimable expense. To claim an authorised reimbursement, you will need to keep the relevant receipts and lodge these promptly.

3. Conduct of Volunteers

We value MHYC's good reputation in the community. As representatives of MHYC, it is important that club volunteers do everything possible to maintain our reputation.

3.1 Codes of Behaviour and Rules

All volunteers are required to observe the provisions of the Constitution, Policies, Rules and By-Laws of MHYC. Please refer to the attached documents:

Appendix 1 - MHYC Codes of Behaviour

Appendix 2 – OH&S Induction

Appendix 3 - Member Protection Policy

Appendix 4 - Marine Operations Policy

Appendix 5 - MHYC Sailing Incident Management Plan

Appendix 6 - MHYC Discover Sailing Centre Emergency Plan

As volunteers are a part of our organisation, this includes undertaking any training necessary for the performance of your role, if required, and avoiding actions that may bring the organisation into disrepute.

We expect that you will treat all employees, visitors, sponsors, other volunteers and Members with respect and dignity at all times. Friendliness and pride in the customer experience are key requirements of our volunteer roles.

3.2 Dress standards

Volunteers are expected to attend MHYC in appropriate clothing for the role. Long-sleeve shirts and wide-brim hats are recommended when going afloat. Footwear must be safe and sensible - the wearing of thongs is not permitted.

3.3 Contact with the Media

All requests from members of the media for comments or information should be directed to the Chief Executive Officer or the Commodore. You should not give any interviews, appear in any promotions, advertisements or endorsements, or give any assistance to the media in relation to any story concerning the affairs of MHYC whilst on duty, unless authorised to do so by the CEO.

3.4 Motor vehicles and marine vessels

Any volunteer who uses a motor vehicle or marine vessel in the course of their role is required to observe all relevant laws (including road, traffic and boating rules). This includes complying with laws relating to driving or boating under the influence of alcohol or drugs.

3.5 Drug and alcohol policy

Volunteers are not to be under the influence of alcohol, non-prescription drugs or prohibited substances while volunteering at the Club.

3.6 Smoke-Free workplace

MHYC is a smoke-free work environment. This includes all vessels engaged in conducting MHYC events.

4. Bullying, Discrimination and Grievances

Please refer to the MHYC Member Protection Policy. See Appendix 3.

5. Social Media

Activities on social media should be considered public activities. Despite the availability of privacy functions on social media, it is possible for content to be shared beyond intended recipients. Please notify a MHYC staff member if you feel there is a potential breach on social media that may be reasonably considered as having:

- used or disclosed proprietary, commercially sensitive or confidential information;
- disclosed confidential information about MHYC that is not public knowledge;
- stated or implied a person is an authorised speaker on MHYC's behalf or states or gives the impression that views expressed are the views of MHYC, unless they are authorised to do so; and/or
- communicated information about MHYC to external media channels, unless by an authorised person

6. General Surveillance

MHYC may conduct ongoing continuous or intermittent surveillance of the premises to ensure the safety and security of all property, volunteers, members, staff and visitors.

7. Privacy Policy

MHYC Obligations

Any information disclosed to MHYC will be handled in accordance with the Privacy Act and will remain strictly confidential. Such information will not be disclosed to any third parties unless required or authorised by law or otherwise only with the volunteers' consent.

Volunteer Obligations

Workers, including volunteers, must also take their obligations under the Privacy Act seriously. Ensure that you handle any employee, volunteer or other personal information in accordance with the Privacy Act and do not disclose it unlawfully. This means that you must ensure that any personal information that you encounter during your engagement as a volunteer is kept private and used only for a proper purpose.

8. Work Health and Safety

8.1 Health and Safety Policy Statement

The Middle Harbour Yacht Club and its officers recognise that the health and safety of all workers, including volunteers and other parties such as visitors, is of the utmost importance and vital to the success of our business. As such we aim to continuously improve health and safety in the workplace through consultation and increased health and safety awareness of management, staff and volunteers. See Appendix 2.

8.2 Emergency Procedures

On-Water Emergency Plans

Emergencies afloat are managed in accordance with:

- MHYC Sailing Incident Management Plan (Keelboats & Dinghies) Appendix 5
- MHYC Discover Sailing Centre Emergency Plan (Training & Coaching Programs) Appendix 6

Fire / Evacuation

In the event of an emergency, including fire, alert MHYC staff immediately. If you are required to evacuate the premises, please meet at the emergency meeting point, which is in the Council Car Park North-West of the Club.

Medical Emergency / First Aid

In the event of a medical emergency, notify MHYC staff immediately and call 000. Guide emergency services to the incident location and follow all instructions by MHYC staff, including any MHYC First Aiders helping until emergency services arrive.

The evacuation point / ambulance meeting point for vessels involved in MHYC activities is the B Arm T-head.

Ensure that you remain to complete any required forms after the incident as needed to assist MHYC in minimising the risk of similar future incidents.

8.3 Insurance

MHYC has personal accident and public liability insurance to cover voluntary workers acting in accordance with the Club's rules and policies in their capacity as a volunteer.

MHYC aims to reduce risk to its volunteers, staff and members through proper health, safety, training and management practices and the documenting of procedures. Ensure that you comply with the Work Health and Safety policy and report any incidents or injuries to your MHYC staff contact to ensure that it is properly treated and that the insurers are advised where needed.

9. IT Policy

9.1 Email and computer use

This policy sets out MHYC's policy in relation to using and accessing its computer systems, including the internet and email, in the course of your duties as a volunteer.

You must comply with the following:

- You may use MHYC's IT resources for business use and reasonable personal use, provided that such use does not bring MHYC or its related entities into disrepute and is not contrary to this policy or to any applicable law;
- You must not use any of MHYC's property or IT resources to deal with illegal, offensive or defamatory material including by creating, downloading, transmitting, copying or saving illegal, offensive or defamatory material;
- You must not use any of MHYC's property or IT resources to bully, harass or discriminate against any person;
- You must not send or disclose confidential or proprietary information belonging to MHYC except as strictly necessary in the proper performance of your duties.

Thank you!

On behalf of the Middle Harbour Yacht Club, we thank you for offering to assist as a volunteer of MHYC. We hope that your time as a volunteer will be rewarding.

Mark Maybury
Chief Executive Officer
Middle Harbour Yacht Club

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