**PaRBA and PaRBA UNITED VOLUNTEER AGREEMENT**

Between

Palmerston and Regional Basketball Association (**the Organisation**)

and

FULL NAME AND CURRENT ADDRESS

Background

The role is a volunteer position. This means that the volunteer (**the volunteer**) agrees to perform all tasks assigned on a voluntary basis, of the volunteer’s own free will, and the volunteer will not receive remuneration for any work that is undertaken under this agreement

The volunteer understands this agreement is not intended to create an employment relationship between the volunteer and the Organisation either now or any time in the future.

Accordingly, the volunteer agrees that they are not an employee of the Organisation, and the volunteer is not entitled to remuneration or any other entitlements associated with employment.

The Organisation and the Volunteer agree that:

# position description

## The position occupied by the volunteer will be that of a Coach / Manager / Referee / Committee member / Board member ***(please delete what is not applicable)***

# Volunteer hours

## The volunteer program is for a fixed period of 12 months effective from the date of signing and terminating 12 months from that date (**Volunteer period**).

## The Organisation’s regular hours of operation are Monday to Friday from 8 am until 9 pm, and Saturday 9 am until 9 pm.

## The volunteer may be requested to perform their volunteer activities during the Organisation’s regular hours of operation.

## The volunteer’s hours of engagement are subject to agreement between the volunteer and the Organisation.

# what the Volunteer can expect

## The Organisation values its Volunteers and endeavours to provide the volunteer with:

### any training necessary for the volunteer’s role; and full induction if the volunteer will undertake activities unsupervised without PaRBA staff (except the Palmerston Recreation Centre);

### The support of the PaRBA Board, and staff, including resolving any questions you may have as a volunteer.

### the provision of suitable equipment by the Organisation for the volunteer’s role; and

### insurance to cover the tasks undertaken by the volunteer under this agreement.

# THE ORGANISATION’S EXPECTATIONS

## The Organisation requests that the volunteer:

### supports the Organisation with its aims and objectives

### works safely in the environment and follows all procedures.

### participates in any training requested by the Organisation.

### understands and complies with the Organisation’s policies and procedures where applicable.

### seeks guidance when unsure of either the procedure or policy to follow

### maintain a current Working With Children Clearnace (WWCC) notice to fulfil the role of coach, referee or manager, and supply a copy to the Organisation.

### notify the Employer immediately if you no longer hold, or are no longer eligible to hold, a WWCC Notice.

### maintain any other qualifications or requirements the Organisation requires to operate.

### behaves appropriately and courteously to the Organisations staff, coaches, managers, parents, guardians, committee, players, and officials, with whom the volunteer interacts within the course of the volunteer’s role

### use any Organisation property or equipment provided to the volunteer for the task designated to the volunteer and return these when the parties end this agreement

### is honest in the volunteer’s dealings with the Organisation, and upholds our core values of respect, teamwork, and communication.

# confidentiality

## The volunteer acknowledges that during their engagement under this agreement that the volunteer will have access to Confidential Information belonging to the Organisation.

## The volunteer agrees that not at any time during (except in the proper course of carrying out the volunteer’s role) or after this agreement has ended, whether directly or indirectly disclose to a third party or make use of any Confidential Information.

## For the purposes of this Agreement, Confidential Information is defined as all the information including Intellectual Property, marketing and business plans, client and supplier lists, membership information, computer software applications and programs, business contacts, finance, data concerning the Organisation or any of its related entities or any client of the Organisation’s, and transactions of the Organisation, and any materials provided to the volunteer by the Organisation, but does not include information in the public domain other than through a breach of an obligation of confidentiality.

# Variation

## This agreement is issued without alteration, deletion or erasure. By signing this Agreement the Volunteer acknowledges that no verbal variations have been or will be made to this agreement and any variation must be made in writing and signed by both parties to this agreement.

|  |  |  |
| --- | --- | --- |
| **SIGNED BY YOU**  .........................................................  Siganature / Full Name  (*electronic signature acceptable)*  ..............................................  Dated |  |  |