



Central Australian Rough Riders’ Volunteers Recognition Policy

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Review Date: October 2024

Version No: 1

President’s Name: David Atkins

Sign:

Secretary’s Name: Emma Shearer

Sign:

Purpose

The purpose of this Policy is to ensure the appropriate recognition is given to people generously volunteering their time at club activities either as committee members, race directors, trail crew, education providers, or any of the other various club supported and sanctioned activities that the club undertakes. Volunteers may or may not be club members at the time of recognition.

Scope

Volunteering Australia definition: *Volunteering is time willingly given for the common good and without financial gain.* Our mountain biking club is 100% volunteer-based and the extent to which the Club thrives is strongly related to the way we manage and retain volunteers. Volunteer roles include (and are not confined to) Committee membership, event support including race planners and directors, social ride organisers and leaders, trail maintenance crew, education, and a wide range of other various club supported and sanctioned activities that the club undertakes. This policy applies to all CARR members; those outside of CARR membership being recognised requires consultation through committee meetings.

Policy Statement

CARR enables committee members to recognise the efforts and time of volunteers where there is a need.

Where volunteers have contributed to the club in any form, they may be eligible for recognition. The various forms of volunteering are categorised below and ideally recorded in a volunteers management document.



1. Committee Members

1.1 Committee Members contribute a considerable amount of time operating as agents of CARR. Recognition for committee members may include:

- Free race entry if registered by early-bird time.
- Refreshments and/or dinner during scheduled committee meeting times.
- Outgoing committee members at an AGM to receive a letter of appreciation and voucher for those who have been on the committee for 2+ years (\$100 - 2-5 years, and \$250 - 5+ years)

2. Race Directors and race event volunteers

2.1 Event race directors are those who have organised a club event, including the management of other volunteers for the event, organisation of equipment, resulting, and media publications. Race event volunteers are those who have assisted the director in any way to ensure a smooth event. Recognition may include:

- Race directors - \$50 club gift voucher
- Event volunteers - water bottle (or other club merchandise of similar value), or \$20 voucher

3. Trail Crew

3.1 Trail crew volunteers are those who are involved in the trail crew sessions on a regular basis. Recognition for trail crew volunteers may include:

- Refreshments (non-alcoholic) and/or BBQ for scheduled trail crew sessions
- Hat or gloves for use throughout the sessions
- Shirt for those who are involved to a greater level (more than 3 sessions a year or as discussed).
- Random prize draw of a \$50 voucher is provided by a sponsor (maximum of one voucher for a recipient in a season).
- Provision of structured professional training from local trail builders

4. Education

4.1 Dusty Demons - two term-long programs instructor

- Club supported instructor development
- \$100 voucher for instructors
- End of season debrief dinner
- Club supported first aid
- Club supported OCHRE card
- Parent helpers to be recognised in consultation with Leader (voucher, product, etc)



4.2 School mountain bike programs

- Club supported instructor development
- End of season debrief with coffee or similar.
- \$100 voucher for instructors
- Club provided breakfast
- Club supported OCHRE card
- Parent helpers to be recognised in consultation with Leader (voucher, product, etc)

4.3 Skills/maintenance sessions

- Affiliated coaches receive payment by the club as per fee schedule determined by committee. Alternatively, if not an affiliated coach, they receive a voucher of similar value.

5. Social rides

5.1 Social ride leaders and crew are those who organise and run the scheduled rides.

Recognition may vary between the social ride and women's social rides but may include:

- coffee and cake
- club supported instructor development
- club supported first aid
- club supported OCHRE card
- briefing and debriefing sessions

6. Other

6.1 Random prize draws at events which includes a voucher or in the form of merchandise, and reflects contribution from sponsors or income from events.

6.2 Volunteer of the month - currently supported by KFC and to the value of \$100 per month. Recognition in the shape of a voucher and a shout out in the newsletter. Decided on at a committee meeting.

6.3 Sponsors - trophies and certificates. Also as included in the Sponsorship Policy.

6.4 Vouchers - Currently the Club has a voucher booklet that the president or executive sign for use at agreed suppliers.

Monitoring and Reporting

Committee members approve the policy and exec administer as per policy and other discussions.