



VOLUNTEER AGREEMENT

1 PARTIES

This volunteer service agreement is between the ANU Women's Football Club (ANUWFC) ("**Club**"), a not-for-profit football club and the Volunteer identified below:

Name:

Role/Positions:

Email:

Phone Number:

2 TERM

The agreement term is from the date of its execution or the date the Volunteer effectively started in the role and until [31 December 2024](#).

3 VOLUNTEER NATURE OF THE SERVICES

The Volunteer acknowledges the provision of services under this agreement is done as a volunteer for the Club and no employment relationship, tax implications, or industrial rights will arise from this agreement for either party.

4 CLUB OBLIGATIONS

The Club shall:

- a. provide the volunteer with an equitable and fair opportunity to perform their functions within the Club, as per their position description.
- b. resolve any disputes between the volunteer and club members, coaches and members from other organisations in an equitable, fair and respectful manner.
- c. reimburse the volunteer for any out-of-pocket expenses with prior agreement.
- d. hold meetings during the year with the volunteer individually or as a group
- e. offer opportunities for training and overall volunteer development in line with the Club priorities, goals and financial capability.
- f. provide the Volunteer with all equipment it needs to perform their duties.

5 VOLUNTEER OBLIGATIONS

The Volunteer shall:

- a. Carry out their duties to the best of their ability, including under the role's position description, the *ANUWFC Code of Ethics* (Appendix 1) and relevant ANU and ANU Sport Policies and Procedures.
- b. Abide by the *ANUWFC Constitution* and the Club policies.
- c. Hold a valid Working with Vulnerable People Card ("**Card**") at all times they are carrying out volunteer duties for the Club and notify the Club as soon as practicable in the event of any restrictions being imposed on the Card or the Card being suspended or cancelled.
- d. Represent the Club in a manner that aligns with the Club's values, including fairness, respect, integrity, and sportspersonship.
- e. Attend official events, games, training sessions and meetings as required to perform their duties.

6 INSURANCE

The Club will provide Public Liability and Personal Accident Insurance cover for volunteers while carrying out their volunteer duties under its ANU Sport Association affiliated club insurance coverage. The Volunteer may also be able to access insurance under Capital Football insurance coverage for football volunteers in the ACT.

7 CONFIDENTIALITY

Through their role volunteering for the Club, the Volunteer may occasionally have access to information that is confidential in nature, including but not limited to personal, sensitive or commercial-in-confidence information. The Volunteer shall keep this information confidential and seek agreement before disclosing such information.

8 ACCESS TO SYSTEMS

The Volunteer shall:

- a. access Club accounts for legitimate purposes only, including but not limited to, Club email, social media, website, client-management, accounting and

document management drive accounts; as well as other record keeping programs, platforms and tools used by the Club in its operations.

- b. not share login details to any Club account with persons outside the Club committee, or to volunteers without agreement of the Executive.
- c. acknowledge all information received or accessed within Club systems, including those listed above, belong to the ANU Women's Football Club.
- d. ensure their access, use or disclosure of Club information is only for the purposes of performing their volunteer duties in the Club and is otherwise in line with relevant policies, procedures and obligations.

9 TERMINATION

This agreement can be terminated at any time, with or without agreement of both parties by:

- a. the Volunteer, after giving at least 10 working days notice in writing to the Club of their intention to cease volunteer duties and terminate the agreement, or
- b. the Club, through a majority ANUWFC Committee decision made at a properly constituted ANUWFC Committee Meeting.

10 NOTICES

All notices under this agreement shall be done in writing to the following email addresses:

ANUWFC – anuwfc@gmail.com Volunteer: as above.

11 EXECUTION

Signed by the Volunteer:	Signed on behalf of the Club:
Name:	Name:
Date:	Date:
Position:	Position:

Appendix 1

ANUWFC Code of Ethics

The ANUWFC technical director, coaches and assistant coaches commit to:

1. Upholding the club values of fairness, respect, integrity, and sportsmanship in their interactions with all club members and opposition.
2. Selecting squads as per the selection guidelines in a timely and fair manner
3. Helping out fellow volunteer coaches, assistant coaches and other volunteers; creating a collegiate environment amongst the coaching unit in the club
4. Respecting the decisions of the committee as representing the will of the members of the club
5. Helping each player to reach their full potential
6. Making sure time spent with players is a fair and positive experience to both the volunteer and the player
7. Respecting the difference in talent, developmental stage and goals of each player in the squad
8. Being professional in the work performed with the squad and displaying a high standard communication
9. Being punctual to practice sessions and matches
10. Providing a quality service to players by offering a training program which is planned and sequential
11. Operating within the rules and the spirit of the game of Football and the guidelines and regulations of FIFA, Capital Football and other governing bodies
12. Making sure physical contact with athletes is always appropriate to the situation or necessary for the players skill development
13. Refraining from any form of personal abuse towards your players, including verbal, physical and mental abuse
14. Provide a safe environment for training and competition
15. Ensure equipment and facilities meet safety standards and notifying the ANUWFC committee as soon as possible of any safety concerns
16. Showing concern and caution towards sick and injured players and:
 - a. providing a modified program where appropriate
 - b. allowing further participation in training and the competition only when appropriate
 - c. encouraging players to seek medical advice when required

- d. supporting players' insurance claims and providing evidence as appropriate
 - b. maintaining support towards sick and injured players
17. Being a positive role model for the club, sport and players.