



COBURG HARRIERS VOLUNTEER HANDBOOK

Welcome

Thank you for volunteering at Coburg Harriers Athletic Club. Volunteers are very important to us and we want to support you. This information should help you to get started but if you have questions at any time or if you would like to receive information in a different way please ask.

About Us

- What we are about – Our athletic club caters for and welcomes athletes of all ages and abilities. We have been around since 1896, and are based at Harold Stevens Athletic Track, Outlook Drive, Coburg
- When we operate – We operate all year around, taking part in track and field competition over summer and in road and cross country events in winter. Our main training nights are Tuesday and Thursday, and we also have Masters competition on Thursdays. We also stage a number of fun runs during the year.

Who volunteers?

We have a number of people who give their time in a broad range of ways in a voluntary capacity. We have opportunities for people to get involved in coaching, administration, to be part of a committee or sub-committee, to assist in running or helping at events, etc. Almost all our volunteers are also athletes, and we certainly encourage any new volunteer to take up our sport.

Many people volunteer – it is an expectation which helps to keep the costs down for everyone. Volunteers generally do what they do to assist the club meet its goals but also because they like their involvement:

- They want to help because they like being around a club
- They want to learn new skills and meet new people
- They have skills that the club needs

- They want something to do with their time
- They enjoy their own or their children's participation as an athlete

We encourage people to help out as much as they can, and encourage an "everyone pitches in culture"

Getting started

The best time to come down to our club and introduce yourself are Thursday nights, as both our main training group and Masters competition are on that evening. The best people to speak to about doing some volunteering with us are Brian Delaney (chief coach and Vice President), Bernie Goggin (Fun Run Coordinator and Masters Co-Manager) and Debbie Canal (President). If you want to make a time to specifically see someone, please email us at sec@coburgharriers.org.au

Membership

Even if you are only serving as a volunteer, it is highly recommended that you become a member of Coburg Harriers, as this means you are covered for insurance purposes in the event of any accident whilst volunteering on our behalf. The current fee for a "Special" category member ie volunteer, is \$20, but if you are unable or unwilling to pay this amount, there is the option to make you an Honorary Member.

What You Can Expect from Us

Whilst at Coburg Harriers Athletic Club you can expect to:

- Be treated with respect and equal to others
- Receive help and/or training for you to learn and develop skills
- Be given tasks that match your interests and skills
- Be protected by insurance (see above)
- Be thanked and recognised for volunteering

What the Club Expects from You

All volunteers and club members are expected to:

- Treat everyone with respect, be polite and well behaved
- Work together with other volunteers and members
- Ask for support when needed, talk about any concerns you may have
- Let us know if you have any medical conditions we should know about
- Notify the Secretary of change of address or email

Loss of personal property

Volunteers and members should exercise caution to protect their personal property. Purses, wallets or other valuable items should never be left unattended. If an item is lost or stolen, a Committee Member should be notified, but the Committee cannot be held responsible for replacement

Non-smoking environment

The Harold Stevens Athletic Track is a smoke-free environment, and smoking is not permitted in any part of the facility.

Thank you again for joining our team of volunteers!