



CRUISING YACHT CLUB OF AUSTRALIA

Home of the Rolex Sydney Hobart Yacht Race

VOLUNTEER INFORMATION

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1 Introduction

1.1 Policy Handbook

This Policy Handbook sets out the Cruising Yacht Club of Australia's (**CYCA**) policies with respect to your engagement. The policies referred to in this handbook apply to all volunteers and must be complied with. Volunteers who breach a policy may have their engagement with CYCA terminated.

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

1.2 Welcome aboard!

Welcome

Welcome to the Cruising Yacht Club of Australia (CYCA) and thank you for volunteering your time to the Club! The CYCA is one of Australia's premier yacht clubs and home to what is considered yachting's 'Everest' - the Rolex Sydney Hobart Yacht Race.

CYCA 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 CYCA volunteer program aims to provide an opportunity for Members and others to become involved in Club activities and support our racing and events program.

Recruitment

In order for CYCA to support our volunteers, they are asked to complete a form in which they can outline their skills and experience. This way volunteers can be appropriately placed in the areas that most match their skills.

Volunteers assist CYCA in the following areas:

- Board
- Committees
- Race Management
- Safety Auditors
- Information Centre
- Event Support
- Website Monitoring
- Radio Operators
- Boat Driving (Coxswain License Required)
- Liaison Officers (Multi-lingual skills)
- Archiving Historical Records

Volunteers of CYCA are:

- Provided with event shirts;
- Invited to attend the Rolex Sydney Hobart Yacht Race post and pre event Volunteer function; and
- Issued with a 'thank you' letter and Certificate of Appreciation from the Commodore.

2 Volunteering with CYCA

2.1 Administration

Induction

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

Conduct

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

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 quickly in the event of an incident. Please send an email, should your personal contact details change, to reception@cyca.com.au

2.2 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 CYCA. To claim an authorised reimbursement, you will need to keep the relevant receipts and lodge these promptly.

3 Conduct at Work

3.1 Code of conduct and standards

Code of Conduct

All volunteers are to observe the provisions of the Constitution, policies and rules of CYCA.

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.

Dress standard and appearance

Volunteers are expected to attend work in appropriate clothing for the role and where possible wear a uniform, if provided.

Footwear must be safe and sensible - the wearing of thongs is not permitted.

3.2 Contact with the media

All requests from members of the media for comments or information should be directed to the Marketing & Sponsorship Manager, the Chief Executive Officer or the Commodore.

Similarly, 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 CYCA whilst on duty, unless authorised to do so by the CYCA CEO.

3.3 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.

3.4 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.

3.5 Smoke free workplace

CYCA observes a smoke-free environment.

4 Bullying, discrimination and grievances

Please refer to the appropriate CYCA Policy.

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 CYCA staff member if you feel there is a potential breach on social media that may be reasonably considered as:-

- use or disclose proprietary, commercially sensitive or confidential information;
- disclosing confidential information about CYCA that is not public knowledge;
- states or implies an authorised speaker on CYCA's behalf or states or gives the impression that any views expressed are the views of CYCA, unless they are authorised to do so; and
- communicates information about CYCA to external media channels, unless by an authorised person.

6 General Surveillance

CYCA 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

Any information disclosed to CYCA 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 volunteer's 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 make sure that any personal information that you encounter during your engagement is kept private and used only for a proper purpose.

8 Work Health and Safety

8.1 Health and safety policy statement

The Cruising Yacht Club of Australia 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, workers and volunteers.

8.2 Emergency Procedures

Fire / Evacuation

In the event of an emergency, including fire, alert CYCA staff immediately. If you are required to evacuate the premises, please do so through the car park if possible and meet at the emergency meeting point, which is Rushcutters Bay Park.

Medical Emergency / First Aid

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

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

8.3 Insurance

CYCA 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.

CYCA 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 CYCA 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 CYCA'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 CYCA's IT resources for business use and reasonable personal use, provided that such use does not bring CYCA or its related entities into disrepute and is not contrary to this policy or to any applicable law;



- You must not use any of CYCA'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 CYCA'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 CYCA except as strictly necessary in the proper performance of your duties.

Thank you!

On behalf of the Cruising Yacht Club of Australia we thank you for offering to assist as a volunteer of CYCA. We hope that your time as a volunteer will be rewarding.

Eddie Moore
Chief Executive Officer
Cruising Yacht Club of Australia