



EBFC Volunteer Junior Assistant Coach Policy

1. Purpose

The purpose of this policy is to recognise and support the contributions of our volunteer junior assistant coaches while clearly outlining their role, expectations, and the rewards/benefits they may receive. This policy ensures volunteers remain volunteers, not employees, and helps the club comply with Australian taxation and volunteer regulations.

2. Definition of Volunteer

A volunteer is a person who willingly gives their time, skills, and effort without receiving wages or salary. Volunteers may receive modest recognition, reimbursement of expenses, or non-cash benefits in appreciation of their contribution.

3. Role of Volunteer Junior Assistant Coach

Volunteer Junior Assistant Coaches may assist with:

- Conducting boxing training sessions under the supervision of senior coaches
- Helping with junior boxers' skill development and safety
- Supporting club events and competitions
- Maintaining equipment and club facilities

Note: This is a voluntary role. Hours are flexible and agreed with the Head Coach.

4. Rewards and Recognition

The Club may provide the following non-employment benefits:

4.1 Reimbursement/covering of Expenses

Volunteers will be reimbursed for approved out-of-pocket costs related to their volunteering role or have these covered by the Club, including:

- Travel to and from training or events
- Protective gear or training equipment purchased specifically for coaching duties
- Volunteers must provide receipts or proof of purchase for reimbursement.

4.2 Honorarium / Token of Appreciation

The Club may provide modest discretionary payments or gift vouchers to recognise exceptional commitment or participation. Payments are not wages and are not tied to hours worked. Frequency and amount are at the discretion of the Club Management.

4.3 Training and Certification Support

The Club may fund or subsidise relevant training, such as:

- First Aid / CPR certification
- Boxing coaching accreditation courses
- Leadership or sports management workshops

4.4 Recognition and Awards Volunteers may receive:

- Certificates or letters of recognition
- Club merchandise (t-shirts, gloves, training gear)
- Public acknowledgement at club events or social media

4.5 Tiered Reward Program (Optional)

The Club may implement a points or milestone system to recognise volunteer contributions. Example: MilestoneReward

20 hours Club T-shirt / small gift

40 hours Voucher / coaching gear

60+ hours Training kit + certificate + gift card

5. Volunteer Agreement

All volunteers are required to:

- Sign a Volunteer Agreement acknowledging their role is voluntary
- Follow club rules, safety guidelines, and coaching supervision instructions
- Notify the Head Coach or Committee if unable to attend scheduled sessions

This Agreement confirms:

- They are volunteers, not employees
- They understand the benefits outlined above
- They will not receive regular wages, superannuation, or entitlements as an employee

6. Health, Safety, and Insurance

The Club is committed to providing a safe environment. Volunteers must comply with Workplace Health & Safety (WHS) requirements and Child Safe Code of Conduct.

Volunteers are covered by the Club's volunteer insurance while engaged in approved activities.

7. Review and Updates

This policy will be reviewed annually, or as required by Management to ensure compliance with Queensland volunteer and taxation regulations.

This policy was approved at the General Meeting of EBFC on 23rd March 2026.

Date for review: 23rd March 2027.

EBFC Volunteer Junior Assistant Coach Agreement

Volunteer Name:

Date of Birth:

Address:

Phone Number:

Email Address:

Role: Volunteer Junior Assistant Coach

Supervisor: Head Coach

1. Acknowledgment of Volunteer Role

I acknowledge that:

- I am volunteering my time and services at Emerald Boxing & Fitness Club without expectation of wages, salary, or employee benefits.
- My role is voluntary, and I may cease volunteering at any time.
- The Club may end my volunteering at any time if necessary.

2. Child Safety Compliance

I understand and agree to:

- Adhere to Queensland Child Safe Standards and the Club's Child Protection Policy Prior to volunteering
- Attend any child protection training required by the Club
- Report any concerns of child abuse, neglect, or harm immediately to the Club Child Safety Officer or appropriate authorities (mandatory reporting obligations)
- Maintain professional boundaries and respectful interactions with all children, young people, families, and other volunteers

3. Duties and Responsibilities

As a Volunteer Assistant Coach, I agree to:

- Assist with training sessions under supervision of senior coaches
- Support junior boxers' skill development and safety
- Help at club events and competitions as required
- Follow club rules, policies, and Workplace Health & Safety guidelines, and Child Safe Code of Conduct
- Notify my supervisor if I cannot attend a scheduled session

4. Benefits and Recognition

I understand that, as a volunteer, I may receive:

- Reimbursement of approved out-of-pocket expenses (travel, meals, equipment)
- Honorariums or tokens of appreciation, discretionary and not tied to hours worked
- Training and certification support, where approved
- Recognition, including certificates, club merchandise, and awards

These benefits do not make me an employee of the Club.

5. Health, Safety, and Insurance

I agree to:

- Take reasonable care for my own health and safety, and that of others
- Comply with all WHS rules and instructions from the Club
- Understand that I am covered by the Club's volunteer insurance for approved activities

6. Confidentiality

I will respect the privacy and confidentiality of all club members, coaches, and participants.

7. Volunteer Agreement Confirmation

By signing below, I confirm:

- I have read and understood this Agreement and the Volunteer Policy
- I understand my role is voluntary and I am not an employee
- I agree to abide by the Club's rules, policies, and guidelines Volunteer

Signature: _____ Date: _____

Parent/Guardian Name: _____

Signature: _____ Date: _____

Supervisor / Club Representative Name: _____

Signature: _____ Date: _____