



NSW Hang Gliding and Paragliding Association (NSWHPA)

Volunteer Policy

Website: <http://www.nswhpa.org/>

Policies developed by NSWHPA Committee 22/23

Date of policy: June 2023

Due for review: June 2025



Overview

The NSW Hang Gliding and Paragliding Association (hereafter referred to in this document as 'the Association') recognises that a volunteer policy articulates the reciprocal responsibilities between the association and its volunteers, and clearly outlines the steps to take when a problem arises.

Volunteering is defined as *"an activity where people gives of their time freely and by choice, to help others (individual, group, community, environment) without concern for financial reward."*

Volunteering is an important aspect of a healthy, engaged and inclusive NSW pilot community. Volunteering provides benefits to the individual members, clubs, the Association, SAFA the national organisation and to the wider community. It contributes to the longevity of sports aviation by maintaining sites and promoting safety of pilots.

Context

NSWHPA is both an Affiliated Association with, and the NSW Regional body of Sports Aviation Federation of Australia (SAFA). As a non-profit organisation consisting of our association, clubs and individuals our aims and objectives are to foster and encourage the operation of sports aviation activities for educational and recreational sporting purposes. The scope of our sports aviation extends to Motorised Hang Gliding (PHG), Hang Gliding (HG), Powered Paragliding (PPG), Paragliding (PG) and Weightshift Microlighting (WM aka Trikes).

NSWHPA promotes competitions, fly-ins, pilot skill and safety development and it supports clubs and training facilities in NSW.

The NSWHPA Executive Committee (CoM) consists of 100% volunteers which are elected at our Annual General Meeting - usually held in September each year.

Scope of work for committee volunteers

Volunteers on the NSWHPA committee are elected and take on the roles and responsibilities of the following positions:

- President
- Vice President
- Secretary



- Treasurer
- SAFA Liaison Officer
- Club Liaison Officer(s) (including Female Pilot Liaison)
- Communications / Marketing
- Grants Coordinator / Special Projects
- General Committee members (that include Public Officer & web developer)

The NSWHPA holds scheduled monthly committee meetings which are mostly online based rather than face-to-face. This reduces cost and travelling time for participating committee members. In addition, the CoM has an 'as required decision taking via emails' process in place for faster response time to the clubs and members.

Experienced NSWHPA committee members provide support to newer members to help orientate them to how the association operates. When required external training and support services will be sought to maintain the skills, experience and knowledge of committee members. A succession plan is in place.

NSWHPA implemented a more personalised relationship with NSW Clubs by assigning each club with a member of the Committee to be their Club Liaison Officer. This has improved communication back from the clubs on what concerns them, helps us better support club initiatives, and from the NSWHPA/SAFA perspective allows us to share information with them on key issues that clubs need to be addressing.

Listed below are activities performed and undertaken by NSWHPA Committee members

- produce regular NSWHPA eNewsletter
- maintain website
- maintain and administer policies and guidelines
- encourage clubs to maintain their SAFA affiliation status
- apply and acquit government grants for clinics, infrastructure projects and competitions e.g. Office of Sport
- support clubs to increase and improve their flying sites and infrastructure
- pay pilot subsidies for approved courses e.g. cross country and thermalling clinics, reserve repacks, first aid courses, towing courses, reserve repacks, etc
- support clubs holding/hosting competitions and clinics,



- assist club to maintain sites and providing administrative funding support
- providing live weather stations to NSW clubs for their sites

Volunteer rights

NSWHPA acknowledges the following rights and will act to uphold these:

- to work in a healthy and safe environment
- be provided with sufficient training for you to do the job
- to be adequately covered by insurance
- to be given accurate and truthful information about the Association
- be reimbursed for out of pocket expenses incurred on behalf of the Association
- to be interviewed and treated in accordance with equal opportunity and anti-discrimination legislation
- to have a written role and responsibility description
- to be provided with an induction into the Association
- to be provided with sufficient training to perform a designated task
- to have confidential and personal information dealt with in accordance with the principles of the Privacy and Personal Information Protection Act 1998 (PPIP Act)
- to have access to a grievance procedure

Volunteer obligations to NSWHPA

NSWHPA requests its volunteers to:

- respect other volunteers and their rights
- follow the Association's policies, rules and regulations, including all Workplace Health and Safety guidelines
- undertake a commitment to provide services to stakeholders, clubs and NSWHPA members in a friendly, helpful and courteous manner
- undertake tasks with professional commitment



- display courtesy to colleagues
- work as a team
- not publicly criticise NSWHPA

NSWHPA obligations to the volunteer

In addition to honouring volunteers' rights, the NSWHPA will provide its volunteers with:

- opportunities for training for which the Association will meet costs where possible
- opportunities for participation in NSWHPA events
- code of conduct and rules and regulations
- recognition of volunteer work through rewards and outings

Grievance procedure

Outlined below is listed the steps towards resolving a grievance.

Step 1

The aggrieved volunteer is encouraged to explore the problem or situation directly with the person(s) involved; clearly outlining what he or she feels should be done to alleviate and remedy the situation.

Step 2

If this is not a viable action, discuss the matter directly with another committee member.

Step 3

The parties involved will be asked to comply with the best solution that has been identified by all involved. Information will be treated in the strictest confidence.

Harassment statement

NSWHPA will not tolerate any form of harassment or bullying in the meeting place (actual or online) or any venue from which the Association's programs are delivered.

Volunteers who are found to have acted in such a manner may be required to undertake counselling or may have their voluntary role terminated.



Access and use of ICT

This organisation has a number of information management and technology assets in place to assist volunteers in carrying out their work and duties efficiently. Volunteers are to be aware of the following:

- Unlawful and acceptable use of Information and communications technology (ICT) resources that are criminal in nature and may be referred to the authorities,
- Volunteers are prohibited from copying or removing software owned by the Association.
- Volunteers must follow standard procedure to acquire new ICT e.g the acquisition of new software on behalf of the Association,
- Requesting ICT access applies to the process of connecting new volunteers to our software, where the induction includes the rules around privacy of information and access are provided,
- The use of the Associations ICT resources for personal profit or gain is strictly prohibited.
- Security explains the minimum that volunteers need to know about protecting the Association's systems against security breaches, SPAM and viruses as well as protecting the privacy of logins and passwords, and
- Ownership and removal of documents stipulates the Association's copyright over any material developed by volunteers.