

Volunteer Agreement

1. You are a volunteer

The position of leadership team at Brisbane Surf Club (BSC) is a volunteer position. This means that, if you accept the role, you perform all duties on a voluntary basis and you will not receive remuneration or payment for your work, other than reasonable reimbursement of expenses (see below at paragraph 9). Neither BSC or YOU intend any employment or contractual relationship to be created (ie. you are not an employee, independent contractor or consultant at BSC). If this changes at any time, and there is a possibility that you might undertake paid work for the organisation or be involved in vocational training, we will discuss this and document the arrangement in a formal employment contract, contract for services or other arrangement.

2. What you can expect when volunteering at BSC

BSC values its volunteers and we will endeavour to provide you with:

- A brief position description so you understand your role and the tasks you are authorised to perform
- Respect for your privacy, including keeping your private information confidential
- Reimbursement for your reasonable expenses so you are not out-of-pocket as a result of volunteering for us.

3. What BSC asks of its volunteers?

We ask that you to:

- Support BSC aims and objectives
- Participate in all relevant meetings and events
- Only undertake duties you are authorised to perform and always operate under the direction and supervision of Matt Okubo and Ashley Horneman and obey reasonable directions and instructions
- Understand and comply with the organisation's policies and procedures
- Notify your supervisor or another member of staff of any health and safety issues or potentially hazardous situations that may pose a risk to you or others and report any accidents or incidents relating to staff, volunteers, or the workplace
- Behave appropriately and courteously to all staff, clients and the public in the course of your role
- Use any property or equipment given to you in your role safely and only for purpose of the role and return it to the organisation when you finish your volunteer role
- Comply with the law at all times, and
- Be open and honest in your dealings with us and let us know if we can improve our volunteer program and the support that you receive.

4. Contact person

Your contact person at BSC will be Matt Okubo and Ashley Horneman. If you have any questions or concerns about your role, your health and safety, or if there is any assistance you need to help you undertake your role, please contact Matt Okubo and Ashley Horneman as soon as possible.

5. Role description and details

It is important that you only perform the tasks in this role description and that you follow the instructions of BSC.

6. The health and safety of you and others

At BSC volunteer safety, and the safety of everyone who is involved in our organisation, is a priority. These include:

To take reasonable care for your own health and safety

To take reasonable care for the health and safety of others

To comply with any reasonable instruction by BSC

To let BSC know of any concerns you may have about safety and/or fitness in undertaking our role, and

To cooperate with any reasonable policies and procedures of BSC.

9. Volunteer expenses and other benefits

As a volunteer, BSC will provide you with reimbursement for any reasonable out-of-pocket expenses that you incur when performing authorised tasks associated with your role. We do this to ensure that you are not financially disadvantaged as a result of your volunteer position with us. These payments are not remuneration or wages. You might need prior approval and will always need to produce receipts.

11. Intellectual Property

All volunteers at BSC agree to transfer all intellectual property rights and interests (including copyright) in any ideas or materials they create relating to their provision of voluntary services at BSC to BSC. Volunteers are taken to consent to BSC use of such creations in a manner reasonably contemplated by the voluntary services provided under this document. As a volunteer you also agree not to bring any claim for infringement of your moral rights in respect of that use.

12. All volunteers are also agree for the waiver agreement

During your volunteer work, you are not to hold BSC and other leadership members (including volunteers) liable for the issue that might occur during the event or your volunteer work.