



Club de golf KAPUSKASING Golf Club

60 Government Rd, P.O. Box 164, Kapuskasing, Ontario, P5N 2Y3
tel 705.335.3411 fax 705.335.5033 www.kapgolfclub.ca

KAPUSKASING GOLF CLUB VOLUNTEER POLICY

Introduction

The Kapuskasing Golf Club (KGC) recognises the need and benefits to have volunteers contribute and help our staff provide services to members and others users of our facilities.

The KGC is committed to encourage all club members to volunteer:

- To be part of our Executive Committee
- To provide different skills and perspective
- Safely assist the staff in satisfying the needs of our users.

In addition, the KGC is committed to help any volunteer member of our community to actively participate.

Principles

The KGC:

- Recognises that voluntary work brings benefits to volunteers themselves, to club users and to personnel.
- Will ensure that volunteers are properly trained or cognisant to contribute safely to the club.
- Will not introduce volunteers to replace personnel.
- Expects that staff at all levels will work positively with volunteers and, where appropriate, will actively seek to involve them in their work.
- Recognises that the management of volunteers requires designated responsibilities within specific tasks.
Will endeavour to involve volunteers from a wide range of backgrounds and abilities and ensure our volunteering opportunities are as accessible as possible.

Volunteers

Persons interested in becoming volunteers will be invited for an informal talk with the Club Manager. They will be given specific information on the task(s) they wish to assist with, including risk assessments and training when it is required.



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Expenses

The KGC will assume all expenses related to the tasks to be performed.

Insurance

Volunteers are not covered by insurance while carrying out agreed duties.

Health and Safety

The KGC will take all reasonably practicable steps to ensure the volunteers' health, safety and welfare while at the Club.

Under the [Occupational Health and Safety Act](#), a worker is defined in part as being "person who performs work or supplies services for monetary compensation". Although this definition does not include volunteers, employers still have some responsibility for the health and safety of people visiting or helping out in their workplaces.

Equal Opportunities

Volunteers and staff will prevent discrimination on any grounds.

Conflict Resolution

The KGC and its Executive Committee will help deal with grievances that volunteers may have. Volunteers have the right to discuss any concerns they may have with the Club Manager or any member of the Executive Committee.

This Policy is to be reviewed annually by the Executive Committee.

Date: March 20th, 2018

Club Manager

President