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Volunteer Levy & Blue Card Policy

Policy Version: 1.0
Approved By: Management Committee
Effective Date: 31 August 2026
Review Date: Annually prior to season registrations

1. Purpose:

Aspley Little Athletics Centre (ALAC) is a volunteer-based organisation that relies on the active participation of parents, guardians and supporters to deliver weekly competitions, championships, fundraising activities, facility maintenance and administration.

The purpose of this policy is to:

- Encourage fair participation in volunteer activities across all families.
- Support the ongoing operation and sustainability of the Centre.
- Establish a Volunteer Levy system that recognises volunteer contributions.
- Promote child safety by encouraging volunteers to obtain a Queensland Blue Card.

Provide a transparent process for recording and recognising volunteer participation.

2. Scope

This policy applies to all families registering athletes with Aspley Little Athletics Centre for a competition season.

For the purpose of this policy:

- Volunteer requirements may be completed by a parent, guardian or approved family representative.
- Volunteer activities undertaken on behalf of any registered athlete within the family will count towards the family's volunteer contribution requirement.

3. Volunteer Levy

A Volunteer Levy is payable by each registered family at the commencement of each season.

The levy:

- Will be collected as part of the annual registration process.
- Is intended to encourage active participation in Centre operations.
- Will be fully refundable upon satisfaction of the volunteer requirements outlined in this policy.

The levy amount will be determined annually by the Committee and published with registration information.

4. Volunteer Participation Requirement

To qualify for a refund of the Volunteer Levy, each family must complete:

- A minimum of **ten (10) approved volunteer events** during the season; **AND**
- At least **one (1) scheduled Centre Competition Setup duty** or **one (1) Committee-approved Working Bee**.

Volunteer Availability

ALAC provides numerous opportunities throughout the season for families to meet their volunteer obligations. However, volunteer positions, including competition setup duties and working bees, are limited to the operational requirements of the Centre.

Families are encouraged to complete their volunteer requirements progressively throughout the season and should not rely on opportunities being available late in the season.

It is the responsibility of each family to ensure they complete the required volunteer activities during the season. The Centre is unable to provide additional volunteer positions solely to enable families to meet levy refund requirements, particularly towards the end of the season when opportunities may be limited.

Failure to complete the required activities by the end of the season may result in forfeiture of the Volunteer Levy.

5. Approved Volunteer Activities

Volunteer activities may include, but are not limited to:

Competition Operations	Centre Operations	Facility Maintenance
• Age group management & assistance • Event marshalling • Field event assistance • Recording and timing duties • Equipment distribution & collection • Competition setup & pack down	• Canteen duties • Fundraising activities • Championships & special events • Administrative support • Committee-approved projects	• Scheduled Working Bees • Grounds maintenance • Equipment maintenance • Storage and facility organisation

The Committee may approve additional volunteer activities from time to time.

6. Volunteer Registration Process

To ensure volunteer contributions are accurately recorded, volunteers are required to:

1. Register for volunteer opportunities by completing an online sign-up form (or paper register in some instances) prior to the event.
2. Attend and perform the nominated duty.
3. Confirm their attendance is added to the Volunteer Register with the designated Committee representative on the day.

Where a volunteer performs a duty without prior registration, it is the responsibility of the volunteer to ensure their details are added to the Volunteer Register before leaving the venue.

Volunteer activities that are not recorded by this process will not be recognised toward the annual volunteer requirement.

7. Volunteer Recording and Verification

The Committee shall maintain an electronic Volunteer Register.

Volunteer records may be verified through:

- Online sign-up form registrations;
- Attendance confirmation by Committee members;
- Working Bee attendance records; and
- Other approved volunteer registers.

The Committee's records shall be considered the official record when determining eligibility for refund of a Volunteer Levy.

8. Volunteer Levy Refund

The Volunteer Levy will be reviewed following completion of the season.

Families that have:

- Completed ten (10) approved volunteer events; and
- Completed the mandatory Setup duty or Working Bee requirement,

will be eligible to receive a full refund of the Volunteer Levy.

Refunds will generally commence from September each year and will be processed in accordance with Committee-approved procedures.

Families that do not satisfy the requirements outlined in this policy will forfeit their Volunteer Levy.

9. Blue Card Requirements

Aspley Little Athletics Centre is committed to creating a safe environment for children and young people.

Parents, guardians and other adults who volunteer in Centre activities are strongly encouraged to obtain a Queensland Government **Blue Card (Working with Children Check)**.

The Blue Card application process is administered by Blue Card Services Queensland and volunteer applications are generally provided at no cost to eligible volunteers.

Queensland Government Blue Card information is available at:

https://www.qld.gov.au/law/laws-regulated-industries-and-accountability/queensland-laws-and-regulations/regulated-industries-and-licensing/blue-card/applications/blue-card-application

10. Blue Card Registration with ALAC

Once a volunteer has obtained a Blue Card application or card reference number, they should provide the following information to the Centre Secretary:

- Full name
- Date of birth
- Blue Card reference number

The Secretary will link the volunteer to the Centre's Blue Card portal and maintain records in accordance with applicable privacy requirements.

11. Operational Requirements

The successful operation of weekly competitions depends upon sufficient volunteer support.

Where adequate volunteers are not available for an age group or designated activity, the Centre reserves the right to delay or suspend the commencement of events until sufficient volunteer support is provided.

All families are encouraged to register for volunteer duties as early as possible to assist with competition planning and delivery.

12. Exceptional Circumstances

The Committee may, at its absolute discretion, approve alternative arrangements where exceptional circumstances prevent a family from meeting the volunteer requirements.

Any request for consideration should be submitted in writing to the Committee before the end of the season.

13. Policy Review

This policy shall be reviewed annually by the Management Committee prior to the commencement of registrations for the following season.

Any amendments will be published on the Centre website and communicated to members.