

# IONA COLLEGE



A Catholic Boys' College conducted by THE MISSIONARY OBLATES OF MARY IMMACULATE

For 61 years Iona has relied upon Volunteers. We are grateful for your assistance and contribution to our community. Our Volunteering program is underpinned by concern for the safety for our students and community. Thank you for offering your support to our students and community and we appreciate all the time and effort that it takes in making Iona such a safe and wonderful place for our students.

This Volunteering Agreement is between you, the **Volunteer** and **Iona College** ('the College', 'we', 'us' or 'our'). This agreement sets out the terms and conditions of your Volunteering Agreement with the College.

## **Volunteering Agreement**

Iona is pleased you have offered your volunteering services as a Coach at our college. This Volunteering Arrangement is for the duration of the 2019 Associated Independent Schools (AIC) and any related preseason tournaments, trials and training. This agreement will cease at the end of the season.

Depending on your volunteering activity, this volunteering arrangement may require you to travel to multiple schools sites and event sites outside of the College premises. Unless directed by the Iona Head of Sport, or an Iona employee in charge of the activity you are engaged with, it is your responsibility to travel and arrive at each of these sites on your own accord.

## **Conditions of Volunteering Arrangement**

As a Volunteer, you are not an employee of the College therefore you:

- agree that you will provide volunteering services without a remunerative salary for such services;
- are not eligible for any College employment benefits;
- acknowledge that an employment relationship with the College does not exist;
- will be required to comply with all College expectations, policies and procedures such as our Volunteering Induction Programme, Co-Curricular Honorarium Policy, Student Protection Policy and guidelines, and Privacy Policy;
- abide by the Code of Conduct.

You are under no obligation to provide any volunteer services to the College and are free to discontinue volunteer activities at any time. The College may discontinue any volunteering agreement and/or arrangement at any time without cause or prior notice and at its sole discretion.

## **Blue Card (Suitability Card)**

This Volunteering Arrangement is subject to you holding and maintaining a Blue Card (Suitability Card) to enable the fulfillment of your volunteering activities. It is an expressed condition of the Volunteering Arrangement that all individuals must at all times possess and hold a valid Blue Card. Should at any time during this Volunteering agreement and/or arrangement, the individual not possess a valid Blue Card, the individual must inform the College immediately.

If upon starting the volunteering activities, you do not hold a valid Blue Card, you must complete the appropriate application form and hand to the College for final completion and submission. It is the responsibility of each Volunteer to apply, obtain and maintain a Blue card. Failure to do so may inhibit your ability to provide volunteering support to the College.

## **Expectations of Volunteers in a Catholic school**

Iona College is a Catholic school and is conducted in accordance with the teachings of the Catholic Church. As a member of the school community you are expected to:

- accept the Catholic education philosophy of the school;
- by your coaching, other work and by personal example strive to help students to understand, accept and appreciate Catholic teaching and values;
- avoid, whether by work, action or public lifestyle, influence upon students that is contrary to the teaching and values of the Church community.

## **Health and Safety**

You are required to perform your volunteering activities in a safe manner, ensuring that you do not undertake any activity which may cause injury to yourself, Iona employees, students, parents, third party stakeholders and your co-volunteers. This includes following health and safety guidelines and procedures as instructed by the Risk and Compliance Officer. Should you have an injury at the College or at an offsite event, or see damaged equipment, you must immediately advise a supervising Iona employee.

Iona has a duty of care to all of its stakeholders when onsite or representing Iona offsite at events. If you have a pre-existing illness or injury that might be adversely affected by the nature of the proposed volunteering duties (including the tasks you will be required to do), it is in your interest to disclose the existence of such injury or disease under the Workers' Compensation and Rehabilitation Act 2003.

## **Privacy/Confidential Information**

During the course of your Volunteering Arrangement you may have access to confidential information. The College's affairs are to be treated as confidential and are not to be discussed or disclosed to unauthorised persons or entities. This especially relates to personal information of students and their families. You undertake to preserve this confidentiality at all times, even after the completion of your Volunteering Arrangement.

Confidential information also includes but is not limited to, information about the College's commerciality and business dealings. You are required to immediately notify the Head of Sport of any instance of unauthorised use or disclosure of confidential information that comes to your attention.

## **Use of Personal Mobile Phone Device**

You agree to use your personal mobile phone device to communicate with any Sports Coordinators or Iona College stakeholders. You understand that through the use of your personal mobile phone device throughout your volunteering term, that the College's data (such as staff details, or your phone number being published as a contact) may become co-mingled with your personal data. You agree not to use your mobile device for College purposes in a manner that is unlawful or unsafe, including, but not limited to violating the terms of this agreement, where privacy, student protection and our Code of Conduct is concerned. This means you are aware of your privacy obligations regarding contacting Iona College students.

## **Intellectual Property**

You are not authorised to act in any way on behalf of the College in business matters, including purchasing property, signing contracts, leases or other agreements otherwise attempting to bind the College to any agreement.

## **Governing Law of the Volunteering Agreement**

This Volunteering Agreement will be governed by and interpreted in accordance with the laws of the State in which the Agreement is made and accepted by both parties. Iona College reserves the right to change and amend this agreement at any time, in-line with governing jurisdictional legislation and Iona's business requirements.

**Acceptance of Volunteering Arrangement**

To commence your volunteering agreement and/or arrangement with Iona College on the conditions stated above, you must select the acknowledgement box on our Registration Form to confirm that you have read and understood this Volunteering Agreement and agree to observe and abide by its provisions.

You also confirm that all documentation and information provided by you to the College in support of your application for a Volunteering Agreement is authentic.

Yours sincerely,

**Father Michael Twigg OMI  
Rector**

1. Acceptance

\_\_\_\_\_

**Full Name:** \_\_\_\_\_

**Allocated Sport and Category of Sport:** \_\_\_\_\_

I, (insert name) \_\_\_\_\_, have read and understand the contents of this Volunteering Agreement.

Signed: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Print name: \_\_\_\_\_

PLEASE KEEP A COPY OF THIS LETTER FOR YOUR RECORDS