

# Volunteers Handbook



NSWYDA is the new state yard trialling association. Our aims and objectives include to promote, support and encourage the training of working dogs including good stockmanship.

Our volunteers are an essential part of ensuring our success as an association and trialling in general. This Volunteer Handbook has been designed to give you as a volunteer (if you are not currently a member of NSWYDA) direction, objectives and a complete understanding of our applicable policies, procedures and code of conduct.

Please ensure if you have any questions about this document you contact the Secretary Jess Trent-Smith to clarify any points.

Additionally, please ensure you provide your email address at the rear of this document so that we can contact you after the event and extended a thank you from the President to our volunteers.

As a Volunteer working at a NSWYDA event or affiliated event you will be covered under NSWYDA's Personal Accident – Voluntary Workers Insurance Policy. There are policy benefit limitations under this policy for those aged 75 and over. Details of the insurance policies and the benefit limitations are outlined in this handbook.

Thank you for volunteering at our event/affiliated trial and your work is key to the success of our events and affiliated trials.

Cheers

Nathan Cayfe  
President  
New South Wales Yard Dog Association  
PO Box 8162  
Koorringal NSW 265  
Mobile: 0404 045 500  
E: [president@yarddogsnsw.com](mailto:president@yarddogsnsw.com)

## Table of Contents

INTRODUCTION.....	3
CODE OF CONDUCT.....	3
ANIMAL WELFARE.....	5
INSURANCE COVERAGE FOR VOLUNTEERS.....	5
WORKPLACE HEALTH AND SAFETY.....	6
VOLUNTEER ACKNOWLEDGEMENT PAGE.....	8
APPENDIX A – CODE OF CONDUCT.....	<b>Error! Bookmark not defined.</b>
APPENDIX B – ANIMAL WELFARE.....	<b>Error! Bookmark not defined.</b>

## **INTRODUCTION**

This Volunteers Handbook has been created to provide volunteers with all relevant information regarding NSWYDA's rules, constitution and policies.

This Volunteers Handbook will be reviewed annually by the NSWYDA Management Committee and may be amended from time to time at the discretion of the Management Committee.

The Rules, constitution and policies referred to in this Volunteer Handbook applies to all volunteers regardless of whether they are also current financial members of NSWYDA.

It applies to volunteers at NSWYDA events and NSWYDA affiliated trials and volunteers working at NSWYDA's related functions (including social functions, official meetings and celebrations).

## **CODE OF CONDUCT**

The NSW Yard Dog Association adheres to the current Australian Yard Dog Association Inc Code of Conduct 2028

### **AUSTRALIAN YARD DOG ASSOCIATION INC CODE OF CONDUCT 2018**

#### **OFFENCES**

The following is an outline of inappropriate behaviour. This is not an exhaustive list and where relevant includes social media:

1. Challenging a decision of a judge
2. Challenging a decision of the Convenor
3. Verbal and/or physical abuse of a person
4. Abuse of an animal by inflicting pain or willfully causing distress
5. Failure to properly care for dogs [water, shade, exercise, transport accommodation]
6. Unsportsmanlike conduct
7. Use of foul or discriminatory language
8. Discriminatory conduct – racial, sexual etc
9. Conducting oneself in a manner which could reasonably be interpreted as being under the influence of alcohol or drugs whilst competing or attending an official function
10. Wearing inappropriate clothing or footwear whilst competing or attending an official function
11. Presenting a dog for competition which: is in such condition as to bring discredit to the sport.
12. If any competitor is unclear as to what may or may not constitute unacceptable behaviour, they should consult a Committee member.

## **PROCEEDURE**

A complaint may be made to the committee by any person that a member of the association:

- (a) has refused or neglected to comply with a provision or provisions of this constitution, or
- (b) has willfully acted in a manner prejudicial to the interests of the association.

The committee may refuse to deal with a complaint if it considers the complaint to be trivial or vexatious in nature.

If the committee decides to deal with the complaint, the committee:

- (a) must causes notice of the complaint to be served on the member concerned, and
- (b) must give the member at least fourteen (14) days from the time the notice is served within which to make submissions to the committee in connection with the complaint, and
- (c) must take into consideration any submissions made by the member in connection with the complaint.

The committee may, by resolution, expel the member from the association or suspend the member from membership of the association if, after considering the complaint and any submissions made in connection with the complaint, it is satisfied that the facts alleged in the complaint have been proved and the expulsion or suspension is warranted in the circumstances.

If the committee expels or suspends a member, the secretary must, within seven (7) days after the action is taken, cause written notice to be given to the member of the action taken, of the reasons given by the committee for having taken that action and of the member's right of appeal under clause 13.

(6) The expulsion or suspension does not take effect:

- (a) until the expiration of the period within which the member is entitled to appeal against the resolution concerned, or
- (b) if within that period the member exercises the right of appeal, unless and until the association confirms the resolution under clause 13, whichever is the later.

**APPEALS** - A member may appeal to the association in general meeting against a resolution of the committee under clause 12, within seven (7) days after notice of the resolution is served on the member, by lodging with the secretary a notice to that effect.

The notice may, but need not, be accomplished by a statement of the grounds on which the member intends to rely for the purposes of the appeal.

On receipt of a notice from a member under subclause (1), the secretary must notify the committee which is to convene a general meeting of the association to be held within 28 days after the date on which the secretary received the notice.

At a general meeting of the association convened under subclause (3):

- (a) no business other than the question of the appeal is to be transacted, and
- (b) the committee and the member must be given the opportunity to state their respective cases orally or in writing, or both, and
- (c) the members present are to vote by secret ballot on the question of whether the resolution should be confirmed or revoked.

The appeal is to be determined by a simple majority of votes cast by members of the association.

NSWYDA Volunteers Handbook		
Version #1	Review Annually at AGM	Page 4 of 8

# ANIMAL WELFARE

## From NSWYDA rule book

### 14. WELFARE OF SHEEP AND DOGS

14.1. If in the opinion of the Judge, any worker ill-treats or mishandles his dog or the sheep, he must be disqualified.

14.2. Any worker who fails to make an effort to stand up a sheep which goes down in a race or other confined area, or fails to free a sheep caught in a fence, or shows disregard for the welfare of the sheep, must be penalised or may be disqualified.

14.3. The worker will not be penalised for handling the sheep if he/she is aiding a distressed sheep.

14.4. Wherever possible, sufficient sheep should be obtained to provide fresh sheep for each dog. If this is not possible, the sheep must be rotated to avoid excessive stress.

14.5. Any sheep which become excessively distressed, or injured, must be replaced by fresh sheep prior to the next dog working.

14.5.1. If a sheep is unable to complete the course, the clock should be stopped and the sheep replaced.

14.6. Any worker who abuses the sheep with any gate or gates (including drafting gates) must be disqualified.

14.7. All sheep must be inspected prior to being worked for any physical defects or injuries. Any injured or unhealthy sheep must not be worked.

14.8. All dogs to be worked should be vaccinated and in general good health. 14.9. Hession or the like should be used at all Trials where possible, so as the sheep being worked cannot view sheep in holding yards.

## INSURANCE COVERAGE FOR VOLUNTEERS

### Introduction

NSWYDA, along with QYUTA and VYUFDA have joint Public Liability and Personal Accident – Volunteers insurance policies. Voluntary workers do NOT need to be current financial members to be covered under these policies.

Copies of both these policies including Certificates of Currency and Policy Disclosure Statements are available on NSWYDA website.

NSWYDA Volunteers Handbook		
Version #1	Review Annually at AGM	Page 5 of 8

If you require any further information in relation to insurance, please contact NSWYDA Secretary, Jess Trent-Smith.

## **Public Liability Coverage**

As a worker (volunteer) engaged to perform duties at a NSWYDA event or affiliated event/trial you are included under the definition of “insured” under this policy. Whilst performing duties in the scope of your volunteer position, then you are covered under the Public Liability policy.

For example, if you are working in the backyards moving livestock from one area to another and livestock jump out of the backyards and injure a member of the public, then any resulting claim from that member of public will be covered under this policy.

If, as a volunteer, you are personally injured whilst performing your volunteer duties, the public liability policy does not cover you for any injuries you sustain. You are separately covered under the personal Accident – Volunteers policy detailed below.

## **Personal Accident - Volunteers**

This policy covers all voluntary workers working in a voluntary capacity on behalf of NSWYDA and any affiliated trials/event organisers. Attached as Appendix C is a copy of the policy schedule of benefits. There are certain limitation in benefits for those voluntary workers aged 75 and over. An extract from the Policy Disclosure Statement outlining the age limitation guide is attached as Appendix D.

Volunteers should be aware cover under this policy applies only whilst a volunteer is engaged in voluntary work on behalf of NSWYDA.

# **WORKPLACE HEALTH AND SAFETY**

## **Introduction**

NSWYDA is dedicated to providing its volunteers with a workplace that is, as far as is reasonable, safe and without risks to health and safety.

Volunteers also have a duty to cooperate with the measures to eliminate or reduce risks. NSWYDA’s WHS objective is to actively work towards elimination of injuries and incidents and the target is to have minimal injuries and incidents.

## **Responsibilities**

NSWYDA’s Management Committee are committed to:

- Compliance with legislative requirements, current industry standards and cooperation with regulatory bodies, as far as is reasonable;
- Exceeding legislative requirements and aiming for best practice systems of work;
- Provision and maintenance of a work environment that is safe and without risks to health;

NSWYDA Volunteers Handbook		
Version #1	Review Annually at AGM	Page 6 of 8

- Consultation with volunteers and other interested parties to improve decision-making on WHS and environmental matters;
- Development, implementation and review of written safe work procedures;
- Distribution and communication of safety information and safe work procedures; • Support and assist volunteers in effective injury management and rehabilitation, and • Review and assessment of WHS documentation.

Volunteers are expected to:-

- Take reasonable care for the health and safety of themselves and others at work;
- Co-operate with NSWYDA and Trial Organising Committees to enable compliance with WHS legal obligations;
- Participate in consultative arrangements if requested;

All volunteers engaged to perform work for NSWYDA and Trial Organising Committees are required to comply with relevant Legislation, Standards, Codes of Practice, the above health & safety, procedures and programs so as to comply with current public liability and voluntary workers insurance policies.

### **Consequences of Breach of the Policy**

Volunteers, who are also current financial members of NSWYDA, and who breach this policy will face disciplinary action. All other volunteers who breach this policy will face adverse action which may include the termination of their services.

# VOLUNTEER ACKNOWLEDGEMENT PAGE



I acknowledge:

- I have read and understand the NSWYDA Volunteer Handbook and in particular the Code of Conduct, Animal Welfare and Policies and Procedures referred to in this handbook;
- That I will comply with NSWYDA's Code of Conduct and Policies and Procedures at all times;
- That I have no pre-existing medical conditions that prevent me from performing my volunteer duties;
- That I will be added to the Volunteer's register which may be provided to the NSWYDA's insurance underwriters and
- That I have completed a Volunteer Induction & signed the Checklist as provided by the Trial Organising Committee.

Your name:

---

Signature:

---

---

Date:

---

NOTE: It is important to supply your email address so that a thank you to volunteers can be forwarded to you.

Email:

We thank you for being a part of the success of NSWYDA and the Event/Trial Organising Committee