

## Your Privacy

RSAC only collects and records personal information which is necessary for the functioning of our volunteer program. We do not collect information about you without your knowledge and consent.

All volunteer's personal information is treated with confidentiality and in accordance with the provisions of the Privacy Act 1988 as amended, and the National Privacy Principles.

## Resolving Disputes

RSAC have a procedure in place that will be followed if you have a grievance about an issue relating to your volunteer work, this allows all complaints and disputes to be dealt with fairly, promptly and without retribution.

## Personal Vehicle Use

If you drive a vehicle to attend and perform your RSAC volunteer duties and maintain a comprehensive insurance policy or third party property damage only insurance, then you are covered by RSAC NCOSS Community Insurance Policy.

This insurance covers the loss of excess and no claim bonus incurred for accidental damage to vehicles used on behalf of RSAC, in an at fault accident. Please refer to AON's NCOSS Policy or contact RSAC office if you require further clarification.

## Your Feedback

**Welcome to RSAC, we're certain your volunteering experience will be fulfilling!**

Raising issues helps us to improve our programs so we encourage volunteers and members to provide feedback (negative and positive) to our office.



### Vision

To provide a range of quality, financially sustainable lifestyle services to people with disabilities, their carers and families in Metropolitan South Ageing, Disability and Home Care Region that include:

- Specialist Services
- Sport
- Social and Recreational
- Vacation & OOSHC
- Support
- Educational and Personal Development
- Any other programs that may be developed over the life of the Strategic Plan

11 Greenfield Parade  
Bankstown NSW 2200  
PO Box 120, Bankstown NSW 1885

**Phone/Fax: 9790 5001**

*Email:* [RSAClub@bigpond.net.au](mailto:RSAClub@bigpond.net.au)

*Website:* [www.disabledsportsac.org.au](http://www.disabledsportsac.org.au)

**RSAC is a Registered Charity.  
Donations over \$2 are eligible for  
income tax deductions.**

(Updated June 2010)

# Recreation, Sports and Aquatics Club



## VOLUNTEER INFORMATION



**Opportunities for People  
with Disabilities**

## Who is



RSAC is a community organisation providing sport, recreation and social activities for people with disabilities. Regular activities, programs and events provided by RSAC include; swimming, soccer, tennis, athletics, gymnastics, bocce, cricket, tenpin bowling, basketball, table tennis, dance and drama classes, camps, vacation programs and monthly dance parties.

Participants pay a fee for activities they are involved in. These costs vary depending on the sport or activity. The club also provides activities that support and include parents, carers and siblings.

RSAC athletes with an intellectual disability may also register and compete in Special Olympics events. This opportunity meets the needs of some participants who have an interest in competition level sports.

RSAC takes on the challenges of change and opportunities provided by grants and participant interests.

## Referrals

Referrals to RSAC programs can come from any source in the community, including doctors, Mental Health services, social workers, hospitals, other RSAC members or the person him/herself. We are committed to promoting the well being of all members of our community and ensuring everyone is included.

## What it means to be an RSAC Volunteer

Volunteering is a great way to meet new friends, learn new skills and doing something worthwhile for your community. RSAC appreciates the assistance of volunteers and so do our participants. Without volunteers, RSAC services cannot be provided.

RSAC volunteers are truly dedicated to their roles. They often comment that it is the enthusiastic spirit of the participants and fellow volunteers that make their volunteer work so fulfilling.

As a volunteer with RSAC you will be required to follow the organisations policies and procedures. This is our way of making sure our participants can receive quality care and that we comply with State and Federal legislations. All volunteers, staff and office bearers are required to sign a Code of Conduct, a Working With Children Check and complete membership forms prior to commencement in any position with RSAC.

So, Welcome to RSAC and thank you for considering to offer your time and skills to a very worthy community organisation. We're certain you will gain as much as you give in your volunteering and find it rewarding!



## Mission

**To be a leading edge provider of services promoting quality of life inclusion to people with disabilities, their carers and families.**

## Looking after you!

During your orientation as a new volunteer with RSAC you will receive RSAC's Volunteer Induction Handbook. The handbook provides you with a varied foundation of information to assist you in your volunteer role, from information on how to best assist our participants to your rights and responsibilities. Volunteers are supervised and given a clear understanding of what they are required to do.

The RSAC Volunteer Induction Handbook also offers plenty of tips and training so that you have support across varied communication techniques, disabilities and conditions that may apply to our participants, including the fundamentals of being a volunteer with RSAC.

RSAC maintains Voluntary Workers Personal Accident Cover through its NCOSS Community Insurance Policy to support its' volunteers.

As well as regular and occasional events, RSAC has key events that involve volunteers on an annual basis, these include; Presentation Day, Family Picnic Day and a Volunteer Appreciation Dinner in recognition of RSAC volunteer commitment.

## Reimbursements

Occasionally volunteers may be required to make a purchase or incur an expense on RSAC's behalf. Such expenditure must be pre-approved by the Executive Officer or Treasurer. Reimbursement requests should be presented as soon as practical and must be accompanied by a receipt, invoice or petty cash voucher as appropriate.