

Paid Employees Policy

Background

Orienteering Tasmania's activities are generally run by volunteers. There have been some paid positions in the past; Development Officers were funded by a specific grant in the 1990's and an Administrative Officer was employed for two years in 2011 and 2012. This changed in 2015. With the aim of increasing participation and membership, OT applied for financial grants for specific participation projects and offered our services to several schools as part of the Sporting Schools initiative introduced by the Government.

In addition to these programs OT has also contracted a number of 'coaches in residences' in recent years and these people are paid \$250 per month plus Board and expenses to provide various coaching/training services to our members. OT has been receiving State Government grants to fund half of these costs.

Whilst OT still operates most of its activities (running events, administration, coaching and other development activities) on a voluntary basis, to expect our volunteers to undertake this extra work was not feasible. It was therefore agreed to offer people payment *for these specific programs only*.

Policy on payments to employees for provision of labour

Orienteering Tasmania Inc (OT) relies on volunteers to undertake most activities it performs, including the running of events, coaching and training, development activities and administration.

From time to time OT receives grants to undertake certain projects. Where these projects are labour intensive (for example; coaching for Community Outreach activities and the Sporting Schools program) the OT Board will consider paying people to coordinate the program (co-ordinators) and to provide the coaching services (coaches).

1. Payments will be made to these people on the basis that they are employees and in accordance with the relevant awards, workers compensation provisions and tax requirements.
2. When a Coach in Residence has been employed, they will be given the first opportunity to undertake paid coaching work given their limited alternative employment opportunities.
3. OT will advertise opportunities to undertake these roles using the weekly E-Bulletin and Facebook and seek expressions of interest from those people interested.
4. Commencement of employment will only occur after OT and the employee have signed a Memorandum of Understanding (MOU) or equivalent style of employment contract. The contract will include a suitable "dispute resolution" clause that will explain how disputes (e.g. unforeseen expenses) will be dealt with.
5. The MOU will include a "term of employment". For example, "during 2019" or for "six months". After this term has expired, if the paid position is still required, it will be re-advertised.
6. A member of the OT Board (or their appointee) will be appointed to manage the recruitment and appointment process including the development of template MOU documents
7. Board members are not permitted to be in paid positions unless the appointment is approved by the OT Board after a full consideration of potential conflicts of interest arising from the appointment.