

**2009**  
**ENGAGEMENT OF COACH / SUPPORT STAFF /VOLUNTEER**  
**BY A MELBOURNE UNIVERSITY SPORTS CLUB**

Name: .....  
Email: ..... Mobile: .....  
Club Name:.....  
Engaged as (insert position e.g. coach, physiotherapist): .....

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**PROPOSED ENGAGEMENT STATUS**

The Club wishes to have the person engaged on a voluntary basis.

**FORMS TO BE COMPLETED**

- **As a Volunteer complete only this Application for Engagement and HR15 Health & Hazard Questionnaire. All forms must be signed by an Authorised Club Officer.**

All forms are located on the Melbourne University Sport page [http://www.sports.unimelb.edu.au/clubs/club\\_resources.html](http://www.sports.unimelb.edu.au/clubs/club_resources.html)

All documentation must be approved and submitted to the Finance Officer before commencing work.

Unregistered volunteers may not be covered by the University’s insurance provider and should an incident occur, it may be the Club that is liable, not the University.

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**QUALIFICATIONS & EXPERIENCE**

Qualifications ..... Awarded By:.....  
(e.g. Level One Sports Trainer) (e.g. Sports Medicine Australia)

Previous experience (indicate position, organisation and years):  
(e.g. Assistant Coach, Port Melbourne FC, 1999-2003)  
.....  
.....  
.....  
.....  
.....

**A PHOTOCOPY OF CURRENT QUALIFICATIONS ARE ATTACHED**

**PROPOSED ARRANGEMENTS**

Period of engagement:

From (date): ...../...../..... To: ...../...../.....

The person will work with the following team(s):  
(e.g. Men's Division One and Division Three)

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The person's activities will be conducted at the following venues:  
(e.g. Melbourne University Sport's Athletics Track and various other tracks)

.....  
.....

The approximate times during which the person will conduct activities will be:

e.g. Tuesday 16.30 – 20.30

Monday	_____	Friday	_____
Tuesday	_____	Saturday	_____
Wednesday	_____	Sunday	_____
Thursday	_____		

Total number of hours per week = .....

The equipment necessary to conduct the activities will be provided by: -

- The Club and / or
- The Person

Name of Coach (print): .....

Signed ..... Date ...../...../.....

Please refer to the following University of Melbourne websites:

**CLUB AUTHORISATION**

Signed ..... Date ...../...../.....  
(Authorised Club Officer)

Name (print): .....

Position with Club: .....

Daytime contact phone number: .....

Email: .....

## PART B – EMPLOYMENT DECLARATION AND AUTHORITY

### Declaration by the Volunteer Coach

- i) I accept this offer of voluntary employment in the terms prescribed by this contract;
- ii) This voluntary employment does not contravene visa restrictions in Australia that apply to me.
- iii) I acknowledge that my voluntary employment conditions will be subject to applicable Agreements, Council policies as well as University Statutes and Regulations as varied from time to time (available at <http://www.unimelb.edu.au/ExecServ/Statutes>)

#### Safety (EHS) Responsibilities

All staff are responsible for the following safe work procedures and instructions:

Employees must:

- cooperate with the University in relation to activities taken by the University to comply with OHS and EHS legislation.
- comply with the OHS and EHS manuals
- adopt work practices that support OHS and EHS programs
- take reasonable care for their own health and safety and the health and safety of other people who may be affected by their conduct in the workplace
- seek guidance for all new or modified work procedures
- ensure that any hazardous conditions, near misses and injuries are reported immediately to the supervisor
- participate in meetings, training and other environment, health and safety activities
- not wilfully place at risk the health or safety of any person in the work place
- not wilfully or recklessly interfere with or misuse anything provided in the interest of environment health and safety or welfare

More information can be found at:

<http://www.pb.unimelb.edu.au/ehs/>

Signature: (Voluntary Coach) \_\_\_\_\_

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

Information collected on this form will become part of your employment record. It will be stored securely and only used or released in accordance with the University's privacy policy (refer: [www.unimelb.edu.au/unisec/privacy/](http://www.unimelb.edu.au/unisec/privacy/))

### Declaration on behalf of the University

In endorsing this offer of voluntary employment I certify that:

- i) the voluntary staff member is an Australian citizen, permanent resident or has visa authorisation allowing this voluntary employment;
- ii) where the voluntary staff member is likely to be exposed in the course of their employment to known occupational hazards outlined in the Health and Hazard Assessment Questionnaire (HHAQ) form (available at <http://www.hr.unimelb.edu.au/forms/hr15.pdf>), that such a form has been completed and forwarded to the University Health Service;

Supervisor:

Date:

Signature:

Date:

(Level 2 Delegate\*)

\*Level 2 delegates include Heads of Department, Department Managers, Deputy Heads, Deputy Principals and identified positions with significant resource management responsibilities which report to a Vice-Principal.