



JBCSC Volunteer Handbook (V1.1 updated 23 Sept 2026)

Introduction to JBCSC

The Jervis Bay Community & Sports Club Ltd (JBCSC) is the community-centric enterprise responsible for ensuring that Vincentia Golf Club (VGC) course and club facilities are preserved and progressively enhanced as a community recreation and hospitality venue through de-amalgamation from the St Georges Basin Country Club (SGBCC).

JBCSC Ltd was officially registered as a Not-for-Profit company, limited by guarantee, on 21 February 2025, in accordance with the Corporations Act 2001.

Our Vision

To create a vibrant and inclusive community club, centred around multi-sports, leisure and community connections in Jervis Bay, while safeguarding vital green spaces that serve as a sanctuary for Shoalhaven's flora and fauna for generation to come.

Our Mission

1. Empower youth through sports programs and vocational training.
2. Provide inclusive, accessible sporting and recreational facilities for all.
3. Stimulate local employment and economic growth.
4. Promote community health, wellness, and social engagement.

Our Current Volunteer Strategy

All work done on the de-amalgamation so far has been undertaken by volunteers utilising their collective expertise. This volunteer base includes the JBCSC Board, Project Team, Working Group, JBCSC Committees and wider community groups,

The JBCSC volunteer base is growing. However, as we approach de-amalgamation in mid-2026, there is still much work to be done, and we need the community's support.

To support the JBCSC Board in achieving our Vision and Mission, we are fortunate to have a growing group of volunteers led with enthusiasm and skill by our JBCSC

Volunteers Coordinator, Kerry McKeand who brings a wealth of experience along with a friendly smile!

To ensure the optimal use of our volunteers' unique skill sets and foster a community approach, JBCSC is offering volunteer 'Meet and Greet' information sessions. Additionally, we will offer training to empower our volunteers to communicate confidently and knowledgeably about JBCSC in public settings.

To stay informed about the JBCSC volunteering activities, volunteers are encouraged to frequently check their emails from Kerry, as well as our weekly updates sent to the JBCSC Community.

Key Contacts

Kerry McKeand

JBCSC Volunteers Coordinator

Ph 0434 330 088 Email volunteers@jbcsc.com.au

Kathy Godwin:

JBCSC Director- Communications Lead

Ph 0409 322 590 Email kathy.godwin@jbcsc.com.au

Al Moore

JBCSC Director, Fundraising Committee lead

Ph 0402 779 365 Email alan.moore@jbcsc.com.au

Craig Hatton

JBCSC Chair

Ph 0414 376 845 Email chair@jbcsc.com.au

JBCSC Website

<https://www.jbcsc.com.au>



Key pages on the JBCSC Website:

About Page	Mission, Vision with video and slide pack, Director bios
De-amalgamation Page	De-amalgamation Roadmap
Fundraising Page	Pledge forms, donation information
Volunteer Page	All relevant volunteer information
News Page	Weekly community update, Media Releases
Golf Page	VGC Golf updates

JBCSC Volunteer Management Policy

Introduction

The Jervis Bay Community & Sports Club Ltd (JBCSC) relies heavily on the unpaid work of volunteers and values their contribution highly.

Purpose

This policy is intended to ensure that volunteers working at JBCSC have work that is safe, significant, fulfilling, and appreciated, in line with legal requirements and our guiding principles.

Policy

1. All volunteers treated with respect and gratitude for their contribution.
2. Volunteers carry out duties assigned by the management of JBCSC.
3. JBCSC provides induction to volunteers and ongoing support as required.
4. JBCSC provides a safe and healthy workplace as far as is practical.
5. JBCSC management team ensures appropriate insurance cover for volunteers.
6. Volunteers are briefed and provided training, as required, on the relevant legislative requirements related to their role e.g. NSW Privacy and Personal Information Protection Act, Working with Children Checks, Liquor & Gaming NSW's Approved RSA training
7. All volunteers adhere to the JBCSC policies and Code of Conduct and need to understand that failure to do so may result in disciplinary action or dismissal.

Roles and Responsibilities

Specific duties for volunteers will vary. Be sure to check your email for volunteer instructions and aim to arrive on time for a briefing by the Lead Volunteer at the time of the activity. The relevant JBCSC Lead may need to check with volunteers from time to time to ensure volunteers have the relevant training to meet relevant legislative requirements.

Keeping JBCSC Volunteers Safe

JBCSC will provide a safe and healthy workplace, as much as practical.

Code of Conduct

A code of conduct sets out clearly JBCSC's expectations for behaviour across all aspects of the JBCSC business and is incorporated in the JBCSC Ltd Constitution. This protects the business and informs employees, members & volunteers, of the company's expectations. The Volunteer Code of conduct is available on our website

under 'Volunteers'. Please ask your JBCSC Lead if you would like to know more information.

Attendance and Communication

Here's a list of JBCSC Volunteer Activity Procedures to keep everyone informed and safe.

1. Sign on sheet on the day, for EVERYONE to sign on, every time.
2. Volunteers work in pairs - safety in numbers.
3. Have a mobile phone with you/ or your volunteer buddy
4. Ensure you have the phone number of the JBCSC LEAD volunteer on the day
5. On the day, have access to a JBCSC Volunteer Folder. This contains
 - a. A copy of this JBCSC Volunteer Guide
 - b. Managing tricky questions
 - c. A de-amalgamation timeline
 - d. Community awareness images
 - e. Next point of contact sheet - how to contact JBCSC Director by email or text
 - f. Community awareness flyers that have a QR Code linked to JBCSC Website for information, donations, pledges and volunteering

For Community Events; the Lead volunteer for the event will have an event planning sheet to follow.

For suggestions on community events/ activities you are willing to support with JBCSC Community, please email Kathy Godwin (Director- Communications), Alan Moore (JBCSC Director- Fundraising) or Kerry McKeand (JBCSC Volunteer Co-Ordinator).

Other information

JBCSC Volunteers are not employees of JBCSC. Volunteers are covered with limited JBCSC Association Liability insurance in performing duties under JBCSC's supervision.

