



Athletics Club Volunteer Resource Pack

Are we ready? Over the next two years athletics in this country is going to be exposed to the largest shop window in several generations and we need to be ready for the increase in interest in our sport. We must learn from the lessons of other sports and have in place the club infrastructure to deal with more participants and have the volunteers to deal with this. The average age of volunteers within our sport is rising, the number of volunteers leaving the sport is greater than the number joining, as a result we do not have enough people to deliver the number of roles required to sustain the successful coordination and administration of our Athletics club's. The *Athletics Northern Ireland Volunteer* initiative and accompanying resources are aimed at guiding you to deliver a sustainable club structure and recruit volunteers into relevant roles and manage these volunteers.

As part of our campaign to recruit, retain, and reward volunteers in the services and results they provide an athletics club, there are a number of tools available in this resource to help support your clubs' volunteer practice, covering areas such as volunteer recruitment, retention and reward.

Volunteer Coordinator Resources

This Tool-Kit is for you, it provides roles descriptions, ideas on how to recruit and where to recruit, how to reward and retain volunteers. Your Volunteer Coordinator will look at a strategy on how to implement these resources. If you haven't appointed a Volunteer Coordinator this is the first step of your strategy.

Remember every club is different and what works for one may not work for another, try to think outside the box, if things have not worked before, why not? What has worked before? Will it work again? Who is responsible for this? Who are you targeting? What role do you need to fill?

If the resources are used with a clear and targeted approach there is no reason that your campaign will not be successful.

Recruit Retain Reward Results



Athletics Club Volunteer Roles

As a committee you are responsible for coordinating and overseeing the day to day running of your club. This includes making decisions, organising activities, ensuring that you function within UKA guidelines as well as making sure you continue to meet the aims and objectives that enable your club to continue its success.

This resource for the first time provides an overview of all the volunteer roles considered to make up an Athletics Club. This includes guidance on club committee responsibilities, coordinator and administration roles as well as coaching and officiating support roles.

The roles and responsibilities that you may require from your volunteers will depend on your club type as well as your club's aims and objectives. The following roles are intended as guidance only – in reality some of the responsibilities and time commitments described increase, overlap or are not relevant at all.

It is however recommended that as a committee you agree individual roles and responsibilities prior to recruiting new volunteers. Use our templates as a starting point for your club's needs.

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Chairperson:

Secretary:

Coach Coordinator:

Team Managers:

Fundraiser:

Treasurer:

Volunteer Coordinator:

Disability Coordinator:

Junior Coordinator:

Health & Safety Coordinator:

Welfare Officer:

First Aid Coordinator:

Club:
Date:

Communications Coordinator:

Club Kit & Merchandise Coordinator:

Officials Coordinator:

Head Coach:

Senior Event Coaches:
Sprints Lead:
Throws Lead:
Jumps Lead:
Endurance Lead:
Head of Junior Dev:

Social Events Coordinator:

Membership Secretary:

Fixture Coordinator:

Officials:

Event Coaches:
Sprints:
Throws:
Jumps:
Endurance:
Induction:

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Volunteer Recruitment

What should you consider when recruiting volunteers?

- How will volunteers enhance your services?
- Planning
- What roles will volunteers fill?
- Where are you going to find the volunteers?

It is vital that your club plans for its volunteers and that everyone in the club is ready to welcome them. This will help to make sure that both the volunteer and the club get the best possible experience from the involvement of volunteers.

Having a good selection process for volunteer recruitment is also important so that you can increase your chances of getting the right volunteer in the right role. Different volunteer roles will require different selection processes, depending on the demands of the role. However within an athletics club environment, roles may require a Enhanced Access NI Disclosure Check.

Recruitment tools contained in this club resource are outlined below

- Application form
- Informal Interview/chat prompt sheet – this will give you a good indication of the volunteers interests, time commitment, what they expect the role is about and what they hope to get out of volunteering. Remember that it is important that you prepare for this to ensure that you get the information that you require
- References – again this are good practice and can give you a better idea of aspects such as timekeeping etc
- Disclosure – this is a requirement by law, and there are guidelines to be followed. For more information please visit www.athleticsni.org and follow education section for Access NI forms
- Trial period – this is a useful way of allowing the volunteer to try the role for a few weeks before either you or the volunteer makes any decisions on their suitability
- Recruitment checklist

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Volunteer Retention

Retaining your volunteers is an essential part of your club's volunteer plan. Without investing time and effort into retention, valuable experienced volunteers may drift from your club.

In order to increase volunteer retention, your club will need to determine what motivates individual volunteers. Any reward or recognition tools used should match the volunteers' motivations. For example, a student may be volunteering to gain experience and so would welcome coach development opportunities.

Retention tools contained in this club resource are outlined below

- Induction checklist - The purpose of induction is to ensure that volunteers feel welcome, understand their role and how their contribution will benefit the organisation. An effective induction can lead to greater retention.
- Regular contact with your volunteer – catch up prompt sheet. This is not to say that you are constantly *checking up* on them, but it does mean that you can find out if they are having any problems or need any help. This may be as simple as giving them some new ideas.
- Governing body links to impart information regarding qualifications. Providing them with more qualifications – for example offering qualifications in first aid, and coaching/officiating qualifications may be a great reward for some volunteers.
- Volunteers want to feel that they are part of something. Help them to be part of the community by offering club kit to make them recognisable as part of your team.
- Retention checklist

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Young/Older Volunteers

There are many different groups within the community that can be encouraged to volunteer with your club. It can be of particular advantage to have volunteers of varying ages who will bring diverse experiences and benefits to your club.

Younger people and older people also have different motivations and needs from volunteering. It is important that your club is aware of how to attract and support these volunteers so that everyone gets the best experience.

For example a club event or competition can be used as a focus for recruiting new volunteers. Remember that you can involve volunteers not only in the running of your event, but also the planning stages.

Event volunteers have different motivations than regular club volunteers, therefore it is important to consider these special motivations. Remember it is important for your volunteers to achieve their objectives whilst also running a successful event. This will help ensure that volunteers are enthusiastic and effective, whilst also meaning that they will be willing to volunteer for the next event.

Recruit Retain Reward Results