

Volunteer Management Plan

Before jumping in and shoulder tapping a potential new volunteer, clubs need to get their house in order.

We suggest you print this plan and fill in ideas under each heading below. The aim is to have a draft plan that your committee can use as a working document. If you can't fill in something under each heading then you have found your weak link and volunteers will leave.

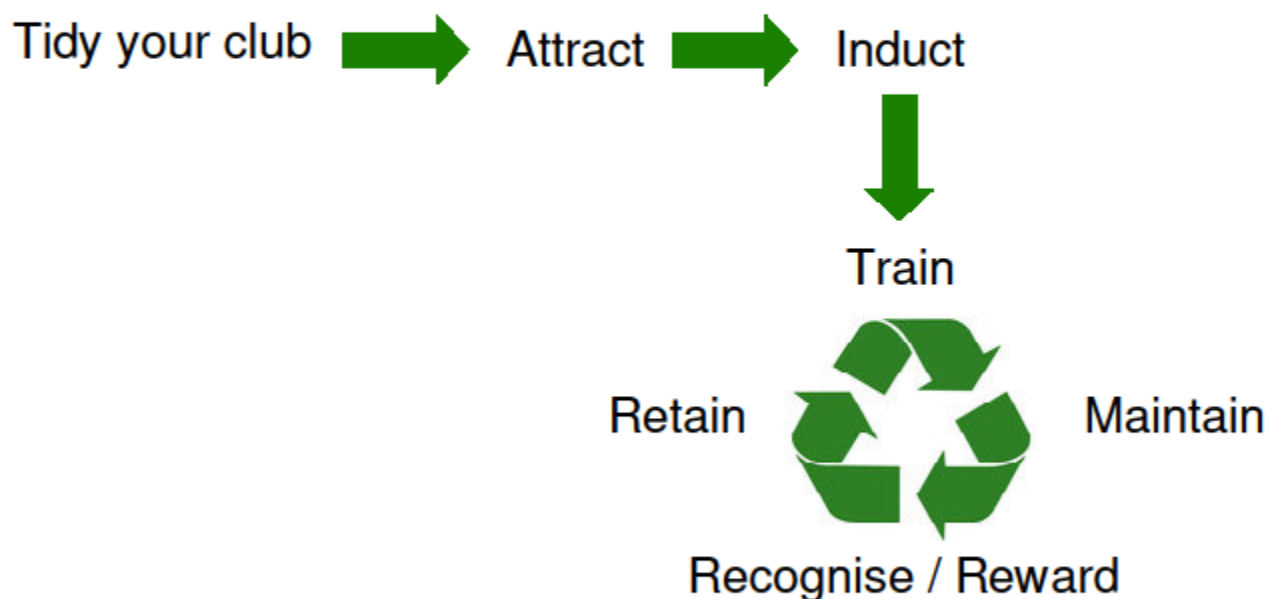
We have given a few ideas to get you started.

Our website has lots of advice at <http://www.sportwellington.org.nz/> and the Sparc website has lots of great ideas in their "Club Kit", check out these two links:

<http://www.sparc.org.nz/en-nz/communities-and-clubs/Toolkit-for-Clubs/Running-your-Club/Recruiting-Volunteers/>

<http://www.sparc.org.nz/en-nz/communities-and-clubs/Toolkit-for-Clubs/Running-your-Club/Managing-Volunteers1/>

Volunteer planning - the life cycle



TIDY YOUR CLUB – appoint a volunteer coordinator, document roles descriptions with estimations of time commitment, put “Volunteers” in your budget and on your agenda at the AGM or committee meetings, tidy club signage and make sure current committee members are *welcoming*.

ATTRACT – who, how and where? Look for the right person for the right role, shoulder tap at *their* most convenient moment.

INDUCT – design a [welcome pack](#), appoint a mentor or buddy and offer branded gear like a bag or T-shirt.

TRAIN – show a pathway, pay for them to attend up-skilling courses like 1st Aid or Sport Wellington workshops <http://www.sportwellington.org.nz/courses-workshops/>

MAINTAIN - check they are ok, give praise and constructive feedback, address concerns, reimburse expenses, involve them in planning and ask if their experiences so far match original expectations?

ACKNOWLEDGE / RECOGNISE and REWARD – newsletter, notice board, website, host an end of year function and give the best car park to your volunteer of month.

RETAIN – debrief, survey, feedback, evaluation, assign to new or higher roles so they learn new skills, off season newsletter to keep in contact.

Our final advice.....say THANK YOU!