

## VicSport Policy Template

### Volunteer Recognition Policy

*The following template can be used by your club as a guide for developing a volunteer recognition policy that is appropriate for your organisation.*

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The .....club values and respects the contribution of all our volunteers in whatever capacity they may fulfill. We realise that the work you do is essential to the functioning of our club, and without your efforts, our club's capacity would be greatly diminished.

The aim of this policy is to ensure that the work of our volunteers is recognised by our members, and that our volunteers in turn feel appreciated for their work.

#### **Guidelines for volunteer recognition:**

The club committee will endeavour to follow the guidelines below when recognising volunteers;

- Recognise all volunteers in some way
- Give personal recognition, specific to the individual's needs and wants
- Provide a clear job description outlining the expectations of the volunteer to prevent overwork and assist with future recruitment
- Pay personal attention to volunteers – get to know them and show an interest in what is happening in their lives
- Understand the motivation of our volunteers
- Endeavour to recognise our volunteer's efforts in a timely manner
- Provide both formal and informal recognition
- Encourage volunteers to develop their skills and assist them to assume additional and greater responsibilities
- Assist volunteers in maintaining appropriate records of experience that will help them in future career opportunities, both paid and volunteer.

## Recognising and Rewarding Volunteers

There are many ways a volunteer can be recognised and rewarded for their efforts. Below is a list of possible options your club could adopt and implement as part of your volunteer recognition policy. Select the one(s) that are most appropriate to your circumstances.

### Informal:

- Offer praise / thanks to volunteer while on the job
- Acknowledge volunteers in club newsletters
- Reimburse out of pocket expenses
- Listen to volunteers ideas
- Provide club t-shirts, caps, photos, etc. free of charge
- Give complimentary tickets to functions / events

### Formal:

- Write letters / postcards of thanks
- Write letters of reference including details of service
- Funding for training courses, conferences and seminars
- Presenting volunteer awards at AGM / Presentation night
- Presenting awards for specified numbers of years of service
- Awarding life memberships

Remember your volunteers are your most precious resource. Take the time to look after them.