



Sport Volunteers: **Select**

Selecting the right volunteer and matching their skills with available roles is an important part of managing risk in your program: the risk that the volunteer will not stay, the risk that they lack the interest or skills for the role, or the serious risk that they may cause harm or be harmed through the role. A well thought-through selection process is the best way to manage these risks.

Selection specific to the role

In sport, the range of volunteer roles available can be broad, from administrative (President, Secretary, Treasurer) to game day or event focused positions (specific to your sports' activities). Selection processes should be flexible to align with the role being recruited.

For the safety of participants, but particularly children, minimum requirements should be met for all roles recruited.

Minimum selection requirements (all roles, including game day or event focused roles)

Background checks

- Proof of identity check
- Reference checks
- Qualification checks (where applicable)
- Working with Children Check (Victoria) or equivalent check from other States / Territories
- Police checks (where applicable)

Code of Conduct

- Completion of relevant sport code of conduct

Broader selection requirements (administrative, coaching focused roles)

Interviews

Wherever possible interview applicants for volunteer roles, particularly roles with a broader, longer-term focus and influence. Recruitment interviews for volunteers are like standard interviews. Though they tend to be much less formal, they work best with some structure; put some time into planning the interview venue, timing, format, questions and points for discussion.

Background checks

The same background checks as for game day or event focused roles but consider:

- Qualification checks specific to the skills required of the role
- Two reference checks as a minimum (preferably from previous organisations where they volunteered)
- Police check (where applicable)

Code of Conduct

- Completion of relevant sport code of conduct

Managing privacy of volunteer information

Explain how you use and manage any information gained through interviews and background checks.

Selection follow up

Advise all volunteer applicants of selection outcome – whether successful or unsuccessful. The follow up respects and recognises the efforts of all who apply.

Look laterally – whilst a person may not be the right fit for one role, they might be for another. Connecting and following up with all applicants allows you to keep the door open in your organisation for the right person in the right role.

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Operationally, update volunteer details into your State Sporting Association's database. This provides a valuable double-check, ensuring any historical concerns about which you need to be aware are surfaced.

National Standards for Volunteer Involvement

Volunteering Victoria recommends referral to the [National Standards for Volunteer Involvement](#) to provide a best practice guide for your volunteer selection strategies. This ensures that your selection process is planned, consistent and meets the needs of the organisation and volunteers.

Resources to support volunteers

In addition to the support of Volunteering Victoria, find below a range of resources to help your club support volunteers.

[Play By the Rules](#) – making sport inclusive, safe and fair

[Club Help](#) – help specific for regionally-based clubs

[AAA Play](#) – connecting and including people with disabilities

[Guidelines for preventing violence against women](#)

Making information accessible and available in multiple languages

Our community is diverse, encompassing multiple language and accessibility needs. We encourage ensuring your information can be available to people with visual disabilities as well as produced in languages relevant to your community, Club or Association.

The Victorian Government provides online resources to assist you with:

- [Language interpretation or translation](#)
- [Visual accessibility](#)

More sport-specific tools about volunteering

Sport & Recreation Volunteering is a big topic with many areas where expertise is required. A range of sport-specific resources have been created to assist you in your strategies and practices around volunteers.

This tool is one of many tools and factsheets available here at Volunteering Victoria's [sport-specific resource section](#)

We encourage you to check out the full range of tools and use those which may support and apply to your club.

www.volunteeringvictoria.org.au/sport-volunteering