**Assess and plan Club volunteer needs**

**Why consider this?**

Volunteers are critical to the operation of sporting clubs and associations. Also critical is creating roles and an environment which enables and supports volunteers to give their time. This planner is created to help you identify the tasks you are needing volunteers to fulfil, and plan how they can be designed to be volunteer-friendly and implemented.

**How to use this tool**

To create a tool specific for use in your Club or Association, please insert the information in the **“Copy / Paste”** area below into a document that includes your Club or Association header and any other information believed relevant.

**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](https://www.vic.gov.au/interpreters-and-translations)
* [Visual accessibility](https://www.vic.gov.au/make-content-accessible)

**More sport-specific tools about volunteering**

Sport 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 at [**Volunteering Victoria’s sport specific webpage**](https://www.volunteeringvictoria.org.au/sport-volunteering/). We encourage you to check out the full range of tools and use those which may support and apply to your club.

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| **Assess & plan club volunteer needs** | | | | |
| **Task** | **Time needed to complete** | **Knowledge / skills needed** | **Barriers to remove that may make this task / role undesirable** | **Group like tasks into a specific role name** |
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| **Assess & plan Club volunteer needs**  ***This is an example that is not specific to any sport, but gives an idea of how this tool can be used to assist your volunteer planning*** | | | | |
| **Task** | **Time needed to complete** | **Knowledge / skills needed** | **Barriers to remove that may make this task / role undesirable** | **Group like tasks into a specific role name** |
| Sporting equipment maintenance | 1 hr per week, 30 weeks of the year | General handyman skills. Access to basic handyman tools | Timing of maintenance | Maintenance Coordinator |
| Scoring equipment maintenance | 1 hr per month, 8 months of the year | General handyman skills plus simple knowledge of electronic scoring systems. Able to contact scoreboard maintenance company | Ensuring a maintenance company is available to the club if needed | Maintenance Coordinator |
| Ground maintenance | 3 hrs per week 30 weeks of the year | Gardening and handyman skills. Ability to attend club regularly during competition season | Consider 2 people for the role to allow flexibility | Ground maintenance coordinator |
| Opening / locking up facilities | 2 hrs per week, 30 weeks per year | Close to grounds. Punctual. Able to be trusted with access cards or keys | Consider 2 people for the role to allow flexibility | Ground maintenance coordinator |
| Canteen – purchase supplies | 2 hrs per week, 30 weeks per year | Personable, organised. Can train and mentor people. Able to set rosters and communicate to all volunteers | Consider 2 people for the role to allow flexibility | Canteen Coordinator |
| Canteen – money management | All home games | Good with figures. Trustworthy, reliable and punctual. Able to access club bank as needed | Consider 2 people for the role to allow flexibility | Club Treasurer with Canteen Coordinator |
| Canteen – serving / selling | All home games. 10 hrs coverage needed | Personable. Willing to have a go and recover well if mistakes are made. | Limit time spent serving to 2 hours. Easy to use instructions and information | Game day volunteer |
| Scoring or officiating – not requiring formal accreditation | 1 official per game, 30 weeks per year |  | Create easy to use instructions. Offer lots of training. Have many people trained and available | Game day volunteer |
| Club working bee | 2 times per year | Preparedness to help and try out different tasks | Place time limits on time required Organise BBQ for day | Volunteer Coordinator |
| Welcoming potential new members | Regularly 30 weeks per year | Personable, organised, computer literate |  | Volunteer Coordinator |
| Collecting scoresheets and uploading / ringing results through to association | Every week of competition season | Personable, organised, computer literate | Consider breaking role into several parts | Club Secretary |
| Ensuring each competitor is registered prior to competing on game day | Greatest hours at season commence. Smaller amount of time during season | Personable, organised, computer literate | Consider breaking role into several parts | Club Secretary |
| Updating website and club Facebook page | 1 hr each week of competition season | Computer literate, good communicator. Able to take or manage photos. Understands websites and social media platforms |  | Media liaison |
| Collecting membership subscriptions | Greatest hours at season commence. Smaller amount of time during season | Personable, organised, computer literate, good with figures or used to working with figures and money |  | Club Treasurer |
| Marshalling competitors | Each week of competition season | Personable, organised | Create easy to use instructions. Offer lots of training. Have many people trained and available | Game day volunteer |