



Volunteer Recognition Policy

The Warrandyte Junior Football club values and respects the contribution of all its volunteers in whatever capacity they may fulfil. We realise that without their efforts, the clubs capacity would be greatly diminished and that the work they do is essential to the functioning of the club.

The aim of this policy is to ensure that the volunteers efforts are recognised by the members and that they 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, equal to the amount of work completed
- Give personal recognition, specific to the individual's needs and wants
- Provide a clear job description outlining expectations of volunteer to prevent overwork and assist with future recruitment
- Pay personal attention to volunteers – get to know and show interest with what is happening in their lives
- Understand the motivation of the volunteers
- Endeavour to recognise the volunteers effort soon after it is given
- Provide both formal (eg. Awards, life memberships, etc.) and informal (smiling, saying thanks, etc.) recognition.
- Encourage volunteers to develop their skills and assist them to assume additional and greater responsibilities.
- Assist the volunteer in maintaining appropriate records of experience that would 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 are some examples of possible methods that the club should use to recognize their volunteers

Informal:

- Offer praise / thanks to volunteer while on the job
- Acknowledge volunteers in club publications/newsletters
- Reimburse out of pocket expenses
- Listen to volunteers ideas
- Provide club merchandise
- Give complimentary tickets to functions / events

Formal:

- Write letters of thanks
- Funding for training courses, conferences and seminars
- Presenting volunteer awards at AGM / Presentation night
- Presenting awards for certain years of service
- Awarding life memberships