

# Volunteer Recognition Policy

Endorsed by WJFC Committee: September 2014

## Purpose

The Warrandyte Junior Football Club (WJFC) values and respects the contribution of all its volunteers in whatever capacity they may fulfil. We realise that without the efforts of volunteers, the Clubs capacity would be greatly diminished and that the work volunteers 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 WJFC 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 the 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 WJFC should use to recognize their volunteers.

### Informal recognition

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

### Formal recognition

- Write letters of thanks
- Provide funding for training courses, conferences and seminars
- Presenting volunteer awards at the AGM / Presentation night
- Presenting awards for certain years of service
- Awarding life memberships
  
- Awarding 'Club Person of the Year Award'