

Volunteer Examples

Volunteer Recruitment Letter

Date

Logo here

Dear *name*

Volunteer opportunities

Volunteers are the heart of sport. By contributing their time and energy they assist in the development of sport. Without these people, sport fails to function effectively.

We need your help to make sport happen.

By becoming a volunteer you can:

- Have fun
- Give back to the sport you are passionate about
- Support your children playing sport
- Learn new skills
- Meet new people
- Build self esteem and confidence

You do not need any qualifications - training can be provided. You just need to be enthusiastic and want to help others while having fun at the same time.

If you would like to get involved, please return the enclosed form.

Yours sincerely

Name and clubname

Potential Volunteer Survey

Name: _____

Address: _____

Phone number: _____ Mobile: _____

Email: _____

1. Which of the following volunteering roles interest you?

Coaching

Managing

Officiating

Administration

Other

(examples: transport, looking after uniforms, fundraising)

2. We are committed to making sure you have the skills needed to fulfil your role. To help us with this please advise us of the following:

a) Any experience or qualifications you currently have:

b) Any training or professional development you think you could benefit from:

Please return this form to: *insert address here*

Employee Letter

Dear *employer name*

Volunteers are the heart of sport. By contributing their time and energy they assist in sport development. Without these people, sport fails to function effectively.

Research has shown that time and work commitments are one of the major reasons people choose not to volunteer. As an employer you have the opportunity to support your employees who choose to volunteer.

Name has offered to assist us to help make sport happen by volunteering within our organisation/club/school. Ways you may be able to consider to support *name* are:

- Flexible working hours e.g. change to start/finish times, extended lunch break
- Gifting some paid work time to enable them to fulfil their volunteer role
- Recognise their volunteer work within the workplace

The benefits to your business include:

- Strengthened employer/employee relationship leading to good staff morale and increased productivity
- Strengthened profile within the community
- Recognition as a supporter of sport

Please contact *name* at a time suitable to you, to discuss possible arrangements.

Yours sincerely

Name and club name

Job Description- COACH

Reporting to: _____

Responsible for: _____

Primary purpose: To plan and deliver quality sport and oversee their management in line with organisational policy when offsite.

Key tasks and responsibilities

- Cater for the needs of all athletes/players
- Run quality training session/s
- Encourage athlete/player self-development
- Assist athletes/players to gain enjoyment from sport
- Deliver sport safely to athletes/players
- Advocate for fairplay
- Adhere to the code of expectation signed between the provider and the sports group
- Manage the team, equipment and finances if no manager is assigned
- Effective communication with key personnel e.g. athletes, manager, sport coordinator, parents
- Pro-actively seek self development opportunities
- Keep up to date with the latest coaching practices and principles of athlete development

Coaches code of ethics

I will:

- Remember that players participate for enjoyment and winning is only part of the fun.
- Never ridicule or yell at players for making a mistake or not winning.
- Be reasonable in my demands on players' time, energy and enthusiasm.
- Operate within the rules and spirit of the game and teach my players to do the same.
- Ensure that the time players spend with me is a positive experience. All players are deserving of equal attention and opportunities.
- Avoid overplaying the talented players and understand that the average players need and deserve equal time.
- Ensure that equipment and facilities meet safety standards and are appropriate to the age and ability of all players.
- Display control, respect and professionalism to all involved with the sport including opponents, referees, coaches, officials, administrators, the media, parents and spectators. I will encourage my players to do the same.
- Show concern and caution toward sick and injured players and follow the advice of a physician when determining whether an injured player is ready to recommence training or competition.
- Obtain appropriate qualifications and keep up to date with the latest coaching practices and the principles of growth and development of young players.
- Respect the rights, dignity and worth of all people involved in the game, regardless of their gender, ability or cultural background.
- Promote adherence to anti-doping policies.

I will not:

- Use bad language nor will I harass players, officials, spectators or other coaches.
- Arrive at the training or match venue under the influence of drugs or alcohol nor will I allow the unlawful supply of alcohol or drugs at any time.

Job Description- TEACHER IN CHARGE

Reporting to: _____

Responsible for: _____

Primary purpose: To oversee and be the primary link between the athlete/student and the volunteers within the school environment.

Key tasks and responsibilities

- Cater for the needs of all athletes/students
- First point of contact for the athletes/students during the school day for their sport
- Encourage athletes/students self-development
- Assist athletes/students to gain enjoyment from sport
- To ensure coaches and managers are aware of and understand the expectations of the school
- Support coaches and managers in their role
- Advocate for fairplay
- Communicate with key personnel e.g. athletes, manager, sport coordinator, parents

Coaches code of ethics

I will:

- Remember that athletes/students participate for enjoyment and winning is only part of the fun.
- Never ridicule or yell at athletes/students for making a mistake or not winning.
- Be reasonable in the demands made on athletes/students' time, energy and enthusiasm.
- Operate within the rules and spirit of the game and school and teach the athletes/students to do the same.
- Ensure that the time athletes/students spend representing the school is a positive experience. All athletes/students are deserving of equal attention and opportunities.
- Ensure that school protocols are followed regarding co-curricular activity/sport.
- Display control, respect and professionalism to all involved with the sport including opponents, referees, coaches, officials, administrators, the media, parents and spectators. I will encourage athletes/students to do the same.
- Follow school protocols in regards to sick and injured athletes/students, ensure coaches and managers are aware of them and follow the advice of a physician when determining whether an injured player is ready to recommence training or competition.
- Respect the rights, dignity and worth of all people involved in the game, regardless of their gender, ability or cultural background.
- Promote adherence to anti-doping policies.

Job Description- MANAGER

Reporting to: _____

Responsible for: _____

Primary purpose: To ensure the successful management of the team and welfare of the athletes in their care.

Key tasks and responsibilities

- Administration and management of the team, equipment and finances.
- Safety and welfare of all team members at training and competition e.g. hydration, first aid.
- Effective communication with key personnel e.g. athletes, coach, sport coordinator, parents/supporters.
- Pro-actively seek self development opportunities.
- Adjudicate any problems that may arise amongst athletes, coach, sport coordinator, parents/supporters.
- Ensure proper planning and coordination is completed in conjunction with the coach prior to the start of the season and during.
- Ensure the score card and any other rules/regulations of the competition are carried out.
- It is extremely important that all team managers are aware of relevant policies e.g. legal, school or sport based policies.

Skills that could assist

- Strong communication skills and the ability to effectively liaise with athletes, coaches and sports coordinators.
- Strong organisational skills.
- Current First Aid certificate.

Manager code of ethics

I will:

- Remember that players participate for enjoyment and winning is only part of the fun.
- Never ridicule or yell at players for making a mistake or not winning.
- Operate within the rules and spirit of the game and teach my athletes/players to do the same
- Ensure that the time players spend with me is a positive experience. All athletes/players are deserving of equal attention and opportunities.
- Ensure that equipment and facilities meet safety standards and are appropriate to the age and ability of all players.
- Display control, respect and professionalism to all involved with the sport including opponents, referees, coaches, officials, administrators, the media, athletes/parents and spectators. I will encourage my players to do the same.
- Show concern and caution toward sick and injured players and follow the advice of a physician when determining whether an injured player is ready to recommence training or competition.
- Respect the rights, dignity and worth of all people involved in the game, regardless of their gender, ability or cultural background.
- Promote adherence to anti-doping policies.

I will not:

- Use bad language nor will I harass players, officials, spectators or other coaches.

- Arrive at the training or match venue under the influence of drugs or alcohol nor will I allow the unlawful supply of alcohol or drugs at any time.

Job Description- VOLUNTEER

The volunteer coordinator is responsible for human resource planning, recruiting, selection, training and recognition of *clubname* volunteers.

Responsible to:

The volunteer coordinator is directly responsible to the President of *clubname* and the members of *clubname*.

Key tasks and responsibilities

The volunteer coordinator should:

- Assess human resource needs for the clubs general running and special events.
- Recruit and recommend the appointment of volunteers to roles that suit them.
- Organise volunteer orientation and induction.
- Work with the secretary on volunteer rosters and maintaining records.
- Identify and organise the training and education opportunities for volunteers.
- Ensure volunteers are reimbursed for approved out-of-pocket expenses.
- Ensure all volunteers are recognised for their efforts.
- Submit regular reports to the club/group committee.

Knowledge and skills required

Ideally a volunteer coordinator is someone who:

- Communicates effectively and has good interpersonal skills.
- Is positive and enthusiastic.
- Is well organised.

Volunteer Coordinator code of ethics

Job Description- TREASURER

Reporting to: _____

Responsible for: _____

Primary purpose: To oversee the day to day financial management of the club or organisation.

Key tasks and responsibilities

- Prepare a budget and monitor it carefully.
- Adhere to IRD and other legal requirements.
- Send out accounts.
- Pay all bills.
- Keep financial records up-to-date.
- Keep a proper record of all payments and monies received.
- Make sure appropriate financial reports are available and understood at all committee meetings.
- Show evidence that money received is banked and documentation provided for all money paid out.
- Ensure that information for an audit is prepared each year.
- Arrange the audit.
- Give treasurer's report at regular meetings, and when required.
- Produce an annual financial report.

Skills that could assist

- Well organised
- Affinity with numbers
- Able to allocate regular time periods to maintain the books
- Able to keep good records
- Able to work in a logical orderly manner
- Aware of information, which is needed to be kept for the annual audit

Treasurer code of ethics

I will:

-

I will not:

-

Job Description- SECRETARY

Reporting to: _____

Responsible for: _____

Primary purpose: Provide the coordinating link between members, the management committee and outside agencies.

Key tasks and responsibilities

- Prepare agenda for meetings in consultation with the chairperson.
- Make arrangements for meetings, including venue, date, times and hospitality.
- Send adequate notice of meetings.
- Collect and collate reports from committee members.
- Call for and receive nominations for committees and other positions for the AGM.
- Take the minutes of meetings.
- Write up the minutes as soon as possible following meetings.
- Read, reply and file correspondence promptly.
- Collate and arrange for the printing of the annual report.
- Maintain up to date database of stakeholders e.g. members, sponsors, life members etc.
- Maintain files of legal documents such as constitutions, leases and titles.
- Liaise with members of the public, affiliated bodies and government agencies.
- Filing of appropriate legal documents.
- Other tasks as directed by the committee.

Skills that could assist

- Can communicate effectively.
- Good computer skills with working knowledge of operating systems and software.
- Well organised and able to delegate tasks.
- Can maintain confidentiality on relevant matters.
- A good knowledge of the constitution if applicable.

Secretary code of ethics

I will:

-

I will not:

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Job Description- CHAIRPERSON/ PRESIDENT

Reporting to: _____

Responsible for: _____

Primary purpose: Lead the governance of the organisation and facilitate effective committee meetings ensuring transparent decision making.

Key tasks and responsibilities

- Provide strategic leadership and act in the best interests of the members at all times.
- Manage committee and/or executive meetings.
- Act in consultation with committee members.
- Manage the annual general meeting.
- Represent and be an advocate for the organisation at local, regional and national levels.

Skills that could assist

- Effective communicator.
- Well informed of organisations activities.
- An awareness of the future directions and plans of members.
- Good working knowledge of the constitution, rules and the duties of all office holders and sub-committees.
- Supportive leader.

President/Chairperson code of ethics

I will:

-

I will not:

-

Police Vetting Form

Consent to Disclosure of Information
Licensing & Vetting Service Centre
Office of the Commissioner
PO Box 3017
WELLINGTON

(Surname) (First name/s)

(Maiden name or any other names used)

Date of birth _____ Place of birth _____

Sex (Please Circle) Male Female

Nationality: _____

Address: _____

Town/City: _____

I hereby consent to the disclosure by the New Zealand Police of any information they may pursuant to this application, to (name of school). I understand that any record of criminal convictions I might have will automatically be concealed if I meet the eligibility criteria stipulated in Section 7 of the Criminal Records (clean slate) Act 2004.

Signed _____ Date _____

Comments from the NZ Police

Volunteer Induction Checklist

A successful induction is crucial to volunteer retention. This process should include:

Induction checklist

Meet with new volunteers and make them feel welcome, special and appreciated from the start, e.g. one on one support, group get together, morning or afternoon tea

Arrange to spend time finding out their interests, reasons for volunteering and discuss everyone's expectations

Explain and provide a copy of the volunteer role job description

Provide the volunteer with a list of relevant names and contact details

Ensure the volunteer is given details of the athletes in their care, including all allergies/injuries and emergency contacts

Show the volunteers what equipment and facilities are available and where it is

Encourage volunteers to ask questions

Request the volunteer provide suitable days and times they are available

Induction pack could include:

- Volunteers code of conduct
- Map of school/playing fields where appropriate
- Contact details for athletes and key personnel
- Relevant procedures/documentation/resources where appropriate

Tick

Sample Article for Newsletter

Volunteers make the difference

<<insert school/club name here>> has a proud tradition of providing our athletes with the opportunity to take part in sport. Thanks to <<insert volunteer name here>> we have been able to take this to the next level.

<<insert volunteer name here>> can be found every Friday afternoon coaching and managing the promising young rugby stars of the future, currently playing for our <<school/club>> at <<insert venue name here>>.

Thanks to (insert volunteer name here) commitment and expertise the team came second in the regional zone tournament. The <<year 5/6 rugby team and the school>> would like to thank <<insert volunteer name here>> for the contribution they have made.

If you would like to make a difference to your school/club community in the same way <<insert volunteer name here>> has, please contact <<name of contact>> to discuss how you can help.

Other newsletter ideas include:

- Weekly coach blurb focusing on one of the teams
- Coach profile written by an athlete/player
- Player of the day – with a short write up from the coach on why that player was selected
- Game profile (not just the score) written by an athlete/player or coach
- Prize or award for 'volunteer of the week' e.g. petrol voucher or certificate of recognition
- Volunteer of the year award from the school/club and nominated by athletes/players at the end of the season.

This could also link into other local or national awards e.g. District Sports Awards, Wattie's Volunteer Coach of the Year, Secondary School Sports Awards.

Sample Thank You Letter

Dear <<name of volunteer>>

The athletes/players of <<school/club name>>, would like to thank you for your valuable contribution this season/term.

Volunteers are the heart of sport. By giving their time and energy they assist in sport development and make it possible for everyone to participate and enjoy sport.

We sincerely thank you for your efforts as without volunteers, quite simply, sport would not happen.

We hope you have enjoyed your experience as a volunteer with <<school/club name>>, and we would love to continue working with you.

If you have any suggestions regarding ways we could support you in your role as a volunteer more effectively, please do not hesitate to let us know.

Thanks again for your support.

Yours sincerely

Codes of Conduct

Check with your National Sports Organisation to see whether they have established codes of conduct relevant to your sport. Alternatively, here are five codes of conduct developed by SPARC that reflect the different ways people are involved with clubs. You may want to tailor these Codes of Conduct to create one that's specific for your volunteers.

Administrators

I will:

- create pathways for club members to participate not just as players but also as coaches, referees, administrators, etc
- ensure that rules, equipment, length of games and training schedules are modified to suit the age, ability and maturity level of players
- ensure quality supervision and coaching for players
- remember that players participate for their enjoyment
- help coaches and officials highlight appropriate behaviour and skill development, and help to improve the standards of coaching and officiating
- ensure that everyone involved in sport emphasises fair play
- distribute a code of conduct to players, coaches, officials and parents and encourage them to follow it
- respect the rights, dignity and worth of all people involved in the game, regardless of their gender, ability or cultural background
- promote adherence to anti-doping policies

I will not:

- arrive at the venue intoxicated or drink alcohol at junior matches
- allow the unlawful supply of alcohol at training, games or club functions
- use bad language, nor will I harass players, coaches, officials or spectators

Officials

I will:

- place the safety and welfare of players above all else
- show concern and caution towards sick and injured players
- be impartial, consistent, objective and courteous when making decisions
- accept responsibility for my actions and decisions
- condemn unsporting behaviour and promote respect for the individuality of players
- avoid any situations which may lead to or be construed as a conflict of interest
- be a positive role model in behaviour and personal appearance and ensure my comments are positive and supportive
- be a good sport as I understand that actions speak louder than words
- always respect, remain loyal to and support other officials
- keep up to date with the latest 'Laws of the Game' trends and principles
- refrain from any form of personal abuse towards players or other officials
- respect the rights, dignity and worth of all people involved in the game, regardless of their gender, ability or cultural background

I will not:

- arrive at the venue intoxicated or drink alcohol at junior matches.

Parents

I will:

- encourage my child to play within the rules and respect officials' and coaches' decisions
- teach my child to respect the efforts of their opponents
- remember that children learn best by example so I will applaud good play/performance by both my child's team and their opponents
- give positive comments that motivate and encourage continued effort
- support my child's efforts and performance
- thank the coaches, officials and other volunteers who give their time to conduct the event for my child
- help when asked by a coach or official
- respect the rights, dignity and worth of all people involved in the game, regardless of their gender, ability or cultural background.

I will not:

- pressure my child in any way – I know that this is their game not mine
- I will not arrive at the venue intoxicated or drink alcohol at junior matches
- use bad language, nor will I harass players, coaches, officials or other spectators
- criticise or ridicule my child's performance after the game.

Players

I will:

- always play by the rules
- never argue with an official and if I disagree with a decision I will inform the captain, coach or manager during a break or after the competition
- control my temper as I understand that verbal abuse of officials and other players or deliberately distracting or provoking an opponent is not acceptable or permitted behaviour in any sport
- work equally hard for myself and my team
- be a good sport and applaud all good plays whether they are made by my team or the opposition
- treat all players in my sport as I like to be treated and not bully or take unfair advantage of another competitor
- cooperate with my coach, team mates and opponents
- display modesty in victory and graciousness in defeat
- participate for my own enjoyment and benefit, not just to please parents and coaches
- respect the rights, dignity and worth of all participants regardless of their gender, ability, cultural background or religion
- thank the opposition and officials at the end of the game
- comply with anti-doping policies

I will not:

- arrive at the venue or play sport while intoxicated

Useful Website Links

Harbour Sport

www.harboursport.co.nz

Sport and Recreation New Zealand (SPARC)

www.sparc.org.nz

Skills Active (formerly SFRITO)

http://www.skillsactive.org.nz/index.cfm/sport/sport_and_recreation_co_ordinators/downloads.html

Volunteering New Zealand

www.volunteeringnz.org.nz