



Sport Volunteers: Introduction

Sport and recreation volunteering are interlinked. In the community sport sector we know that volunteers ensure the activities of every sport of any size and at all levels go ahead, are well run, are safe, accessible and inclusive.

Volunteers come out in huge numbers in all weathers and at all hours to ensure sport activities take place. It is our volunteers who allow sport to form a critical part of the fabric of our communities.







These resources aim to support and assist local and community clubs in their strategies and practices around volunteers.

Volunteering covers many roles and areas of expertise, and planning and support are critical elements in any successful volunteering program. Recognising this, our sport-specific resources are broken into key topic areas with simple, accessible information for you to access and apply.

The Sport Volunteer Action Cycle



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Stage	Description	How resources assist you
1.	 PLAN	<ul style="list-style-type: none"> Plan how to meet your volunteer needs, from governance to game day and ensure a safe, inclusive and welcoming environment
2.	 RECRUIT	<ul style="list-style-type: none"> Create positions with reasonable time commitments that volunteers can achieve successfully Recruit both inside and outside your sport and consider specialist volunteer recruiting Promote volunteering opportunities widely to attract new volunteers and represent the diversity of your local community
3.	 SELECT	<ul style="list-style-type: none"> Select fairly and consistently Create selection requirements that are role specific Create game day / event minimum selection requirements Create broader selection requirements for administration & coaching roles
4.	 GUIDE	<ul style="list-style-type: none"> Plan standard inductions for all volunteer roles Create inductions that can be re-used rather than re-created each time volunteers commence Create simplified game day / event orientation processes Plan more detailed orientation for administrator and coaching roles
5.	 ENCOURAGE	<ul style="list-style-type: none"> Create a structured and supportive environment to encourage volunteers to keep coming back Provide opportunities for feedback which can improve volunteer experience
6.	 RECOGNISE	<ul style="list-style-type: none"> Recognition makes volunteers feel valued, valuable and wanted. Create a range of simple ideas you can implement with ease Retain the volunteers who join your club by creating a great environment for them

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How to use the information and tools

Being in sport at any level means you are busy. You'll have multiple competing priorities, you'll be great at juggling tasks, and you'll likely feel time poor.

Having a great volunteer program will help you and your sport to thrive, so we've broken the process into simpler steps so that you can access only what you need, when you need it.

We encourage you to take the following steps:

1 - Review all 6 stages of the Sport & Recreation Volunteer Action Cycle

2 - Identify your strengths and any of your gaps in each of those stages

3 - Prioritise the stage or stages you need to focus on

4 - Go for it, using the fact sheets, videos and resources for that stage

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