

## ARMADA ATHLETICS NETWORK

### VOLUNTEER/VOLUNTEER CO-ORDINATOR MEETING HELD MONDAY 11<sup>th</sup> APRIL 2011

**Attendees:** S Smith (Tamar Trotters); A Stephens, E Turner (Widewell Striders); J McGhee (Plymouth Harriers); S Endacott (City of Plymouth AC) A Erith (East Cornwall H); S Terry/P Ross (Erme Valley H); R & D Hatch/ Kuljeet (Moorhaven RC); C Lawson (RiE/PCC Sports Development Unit); S Ellis (EA CCSO).

**Background:** As a result of a previous meeting initiative it was identified that the majority of Armada Network Clubs felt that their volunteer numbers within clubs were under resourced. This meeting was called to help clubs identify areas/methods of possible recruitment of new volunteers and appointing a club volunteer co-ordinator.

The EA Volunteer Resource Pack was used as the basis of the meeting content.

**Club Volunteer Structures:** A brainstorming session was held on club structure make up. The outcome of this session pretty much reflected the EA Model although the attending clubs all agreed that they did not have anywhere near enough volunteers to fill all the roles identified. From this session each attending club identified their priority areas for volunteer requirements. SE circulated a template on Club Structure for completion by the end of the meeting. This will be used to assist with Club Development in the future.

**EA Volunteer Resource Pack:** The meeting attendees then worked through the volunteer resource pack looking at Volunteer Recruitment, nurturing and mentoring, and retention. The group also discussed the need for clubs to be welcoming with a good induction process. It was felt that a “buddying” approach was required to make any new volunteers feel welcome into the club environment. Support should be given to encourage development of volunteers with support for any courses, seminars etc that could enhance their knowledge and qualifications.

**Volunteer Coordinator:** The group looked at the role of a Volunteer Coordinator within the club environment and discussed the merits of having one within the clubs.

**Volunteer Recruitment:** A brainstorming session was then held on how to recruit volunteers and possible areas to target with the following listing:

- Within clubs through membership/Newsletters/Websites/ E mail bulletins/ Facebook links etc
- Inter Club Volunteers - using expertise where available within other Network Clubs.
- Through Club or Network events – promote clubs that are looking to recruit volunteers.
- Twinning with other clubs (not necessarily Athletics or Sports Clubs)
- Through Parents/Friends/Families etc.
- Press/Media
- Workplace Notice Boards
- Public Notice Boards – Supermarkets/shops etc

- Sports Shops
- Council outlets/Libraries etc.
- Schools/Colleges/Universities ( some students need “volunteer hours” and once into clubs they need to be nurtured) eg. “Give to Sport” initiative.
- Volunteer Bureau’s

**Volunteer Retention:** The group then discussed Volunteer Retention and the need to be welcoming and nurture any Volunteers within the Club Environment, give support and provide opportunities for development.

**Rewarding Volunteers:** The group looked at methods of rewarding Volunteers.

Some ideas that were discussed were:

Saying “Thank You” to volunteers on a regular basis personally and/or by e mail after club events etc

Free or discounted club membership

Free Club Kit

Specific “Volunteer” wear

Report on Volunteer achievements on websites/in newsletters at AGM/Club Meetings etc.

Volunteer Awards System

Bottle of wine at Christmas or AGM.

EA Volunteer Resource Pack paperwork was circulated to all attendees as aide memoirs and for further discussion at Club Meetings.

It was agreed that the next volunteer meeting would be held late summer/early autumn – date to be advised