



Tips on Recruitment Volunteers

Ask - Most volunteers say they were recruited because somebody asked them if they were interested in helping. This doesn't mean just putting up a notice, people like to be asked personally, and they feel more valued.

Ask members to complete a volunteering profile form, to help you to gather information about the time that they might be able to give and any particular skill that they can offer the club. Adapt your membership form to gather this information as people join. The fact that you are asking for this information might just prompt somebody to offer his or her help.

Hold an annual recruitment meeting linked to a social event and make sure people know who to contact to:

- **Follow up their initial interest**
- **Find out more about the job**
- **Know what steps to take next**

Make volunteering a condition of playing, even if people can only give one hour a month or help out once a year.

Encourage current post holder to identify people who may be interested in taking over from them, and encourage them to involve others throughout they year to ease the transition if they move on.

Produce a club information leaflet that explains how the club operates and the range of jobs that need to be done, and the possible time commitment involved in the various tasks.

Use notice boards, newsletters and word of mouth to publicise the need for more volunteers and don't just assume that everybody knows what is going on. People won't always know unless you make a point of telling them.

Allow people the time to think about what they are getting involved in and what they are committing themselves too. Allow people the time to do some job sharing or shadowing to see what a job entails.

Think about the reasons why people volunteer their time – it's a two way process that benefits the volunteer as well as the club. People volunteer to meet new people and make friends, to learn new skills or maybe influence the way that a club is run. Try to match people to roles that satisfy their needs as well as yours. Sell the benefits!

Have an open recruitment policy. Many potential volunteers feel that they don't fit the profile of a club volunteer and so don't offer to help.

The following kinds of things can be off putting

- Need to have been a member for a long time
- Expectation that they should be good at/knowledgeable about the sport.
- Expectation that they should be a certain age. Young people have a great deal to offer as volunteers – many have qualified as sports leaders and administrators through programmes at school, and have been involved in volunteering in the community. However they are often overlooked as potential volunteers because of misconceptions about their interest, skills, maturity or commitment.
- Tendency for club management to be dominated by a specific gender. Volunteers should reflect the membership of the club in terms of age, race, gender and disability.
- Rocking the boat by pushing a long serving volunteer out of a job that they maybe should have handed over a long time ago!