

## The BJA Volunteer Club Development Plan

This plan has been designed to assist clubs in the development of new and existing volunteer management guidelines. The plan is by no means an exhaustive list; so feel free to add and amend as necessary to fit your club development needs.

<b>Volunteer Development Plan</b>			
<b>OBJECTIVES</b>	<b>ACTION</b>	<b>TIMESCALE</b>	<b>PERFORMANCE INDICATOR</b>
Develop Volunteer Management	Recruit Volunteer Co-ordinator  -Co-ordinator is aware of duties  -Responsible for mentoring new volunteers.  - Responsible for keeping files on all volunteers including coaches.  - Role may be shared if too difficult for one person to do.  - Create club database of all volunteers including contacts, qualifications, CRB details, etc.  - Introduce registration process for all new volunteers.		

	- Implement/develop BJA role descriptions to all volunteers.		
Develop Volunteer Recruitment Pathways	<ul style="list-style-type: none"> <li>- Build partnership links with the following: <ul style="list-style-type: none"> <li>- County Sports Partnership (volunteer officer).</li> <li>- Community Sports Networks.</li> <li>- Local School Sports Partnership.</li> <li>- Local Volunteer Centre/s.</li> </ul> </li> </ul>		
Develop Volunteer Training opportunities	<ul style="list-style-type: none"> <li>- Be aware of further training/funding opportunities from suggested partners.</li> <li>- Consider regularly checking websites such as: Volunteering England Sport England Youth Sport Trust</li> </ul>		
<b>LONG TERM OBJECTIVES</b>			
<b>OBJECTIVES</b>	<b>ACTION</b>	<b>TIMESCALE</b>	<b>PERFORMANCE INDICATOR</b>
Volunteer Rewarding Structure	<p>To recognise the value of club volunteers by:</p> <ul style="list-style-type: none"> <li>- Having a volunteer of the</li> </ul>		

	<p>month.</p> <ul style="list-style-type: none"> <li>- Recognising volunteers for BJA annual awards.</li> <li>- To offer volunteer incentives such as tickets to major BJA Events.</li> <li>- Include volunteers in building media relationships with local newspapers, newsletters, club information boards, highlighting any particular achievements.</li> </ul>		
Develop Volunteer Retention	<p>In order to keep your volunteers full of enthusiasm and confidence, it is important to maintain links with all your volunteers throughout. This can be achieved by;</p> <ul style="list-style-type: none"> <li>- Keeping the club database up to date to keep volunteers informed.</li> <li>- The Volunteer Coordinator/Coach/Chairman should make efforts to maintain links with all young volunteers in particular.</li> </ul>		

	<ul style="list-style-type: none"><li>- Offer incentives such as training courses to keep and build volunteers Continual Professional Development (CPD).</li></ul>		
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