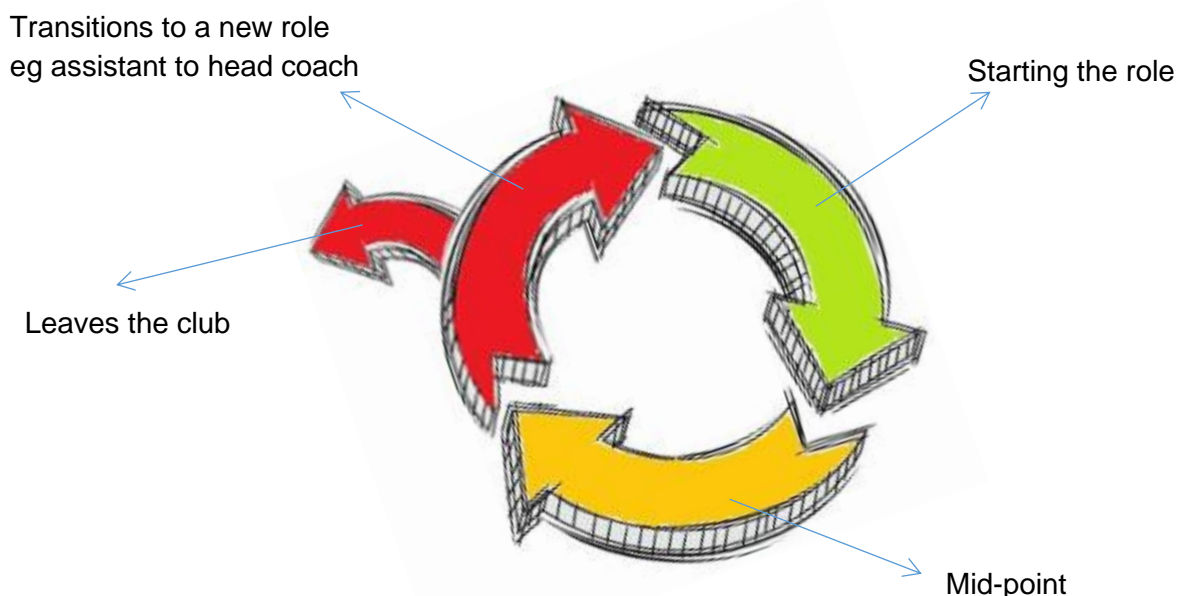


AUDITING & ANALYSING VOLUNTEER WORKFORCE TOOL CLUB POLICY DOCUMENT

This tool is used to look at all volunteers within a club or across a programme, to quickly at a glance analyse where each volunteer is at in their journey, and to give them a rating. This system combines 2 process – Volunteer *Life Cycle* and a *Traffic Light* rating.



Volunteer life cycle: Every volunteer and volunteer role has an *average* life cycle – this is the amount of time a person stays in this role before they move on. There are always club volunteers who are out with the *average* (eg the coach who has been doing it for 20 years, or the person who starts and quits 2 months in) but most roles have an *average* length of time. Each club and role will be different.

Traffic Light Rating: This is a Red, Amber Green (RAG) system and works as follows

GREEN	For volunteers in the first third of their role's <i>Life Cycle</i>
AMBER	For volunteers in the middle third / second last season of their role's <i>Life Cycle</i>
RED	For volunteers in the final third / last season of their role's <i>Life Cycle</i>

Using the tool:

Step 1: Write down all the roles within your clubs

Step 2: Write down the *average life cycle* of each role

Step 3: Write down the actual length of time each person has been in their role

Step 4: Using the *Average Life Cycle* and the *Actual time in Role* assign each role a *Traffic Light* rating

Step 5: Make notes on any key actions



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The chart below has several examples in the first 4 boxes

Role	Average life cycle of role	Length of time in role	Traffic Light Rating	Key Actions to take / Comments
<i>Example Head Coach</i>	5 years	2 years		mid season – discuss progress on PDP and look at goals for next 6 months
<i>Example Club Chair</i>	3 years	2 years		mid year catch up – discuss plans for next year, commitment for future, any developments or CPD that is needed
<i>Example Treasurer</i>	2	3		Conversation short term to establish commitment and plan for succession