



VOLUNTEER MANAGEMENT SELF-ASSESSMENT TOOL CLUB POLICY DOCUMENT

The below self-assessment tool enables the committee to identify strengths and weaknesses around volunteer recruitment as well as rewarding & recognising volunteers within their club

Green: The club has this in place: it is operational and reviewed regularly

Amber: The club have started to implement this process although it is not fully operational

Red: The club do not have this in place

No.	Statement	Green	Amber	Red	Actions
1	We understand the beneficial impact volunteers can have on our club				
2	We know the volunteer roles available – they are written and recorded				
3	We understand the skills, qualities and abilities required for each role				
4	We have completed a volunteer audit and identified the gaps				
5	We have an effective volunteer recruitment process in place				
6	We have considered what motivates our volunteers and what may stop people from volunteering				
7	We use a range of inclusive methods and mediums to recruit volunteers				
8	We have an inclusive volunteer selection process in place				
9	We have an induction process for volunteers				
10	We have a volunteer Code of Conduct in place				
11	The club has a Volunteer Co-Ordinator				



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12	We recognize and react to the motivations of our volunteers				
13	We recognise the different support opportunities available: informal learning and formal, structured learning				
14	We ask our volunteers about their individual support needs and wants				
15	Volunteers have development plans which include available learning and development opportunities				
16	We recognise the achievements of our volunteers appropriately (i.e. nominating them for awards)				
17	We support our volunteers appropriately (i.e. mileage, paying for courses, kit)				
18	We reward our volunteers appropriately (i.e. Thank you gifts, cards)				
19	Safe recruitment process is in place				
20	Volunteers are given the opportunity to provide feedback				