



VOLUNTEER MANAGEMENT PLAN

INTRODUCTION

Regent is an elite Calisthenics club, which strives to provide excellence in both training and performance. Whilst steeped in tradition, innovation is our driving force. We aim to nurture the bodies and minds of our students, through fostering a love of performance and encouraging dedication and commitment to team as well as personal improvement.

We aim to provide a club that is welcoming to all members from performers through to parents and volunteers. As a growing club we are always seeking volunteers to help run our events and fundraising activities. The Volunteer Management Plan supports us to effectively recruit, train and retain our volunteers.

TOPIC	GOALS	WHAT & HOW	WHEN	WHO
Recruitment	To recruit appropriately skilled volunteers for each position le: events coordinator, section managers, costume managers, prop coordinator, accounts management	Skills list and opportunities included on our enrolment form	Start of the year	Principals & events manager
	To gain a cross-section of volunteers from all sections	Liaise with all sections to promote volunteer roles and source members with specific skill set to suit roles available	Throughout year through discussions	Principals, coaches, section managers
	To ensure we have a strong Regent Solo Competition Committee & volunteers	Promotion of the benefits to the club of having a solo competition as a major fundraiser. Conversations with individuals identified who may work well on the committee	Year round and specifically end of the year prior to a new year starting	Principals, events manager, current solo competition committee members, section managers

		Put roles out on our club Band pages for new people to get involved		
	Class Assistants & Helpers	Written application form distributed to Inters & Seniors and previous years helpers/assistants	End October	Principals
Role Selection	To ensure applicants or those interested in any volunteer position are aware of the requirements of the role	Ensure that all potential volunteers have read through the volunteer position descriptions and discuss roles with them	Post enrolment form completion and throughout year	Principals, events manager, section managers, solo comp committee
Induction	<p>To ensure that all volunteers are clear on their job descriptions and are adequately trained in their roles.</p> <p>To ensure they are aware of necessary courses/WWCC requirements and child safety standards</p>	<p>Ensure new volunteers are trained on the job whether they shadow someone or are given a “buddy” to assist them with their role until they feel comfortable.</p> <p>Clear information given on Child Safety Policy and Code of Conduct. All members WWCC collected.</p>	<p>Year prior if identified as a volunteer for the next year.</p> <p>Throughout the year.</p> <p>Start of each year</p>	Principals, events manager, section managers, comp committee
Learning & Development	Ensure all volunteers have the required courses, certificates, qualifications ie: WWCC or Child Protection certificate	<p>Provide links and information on requirements to all volunteers</p> <p>Encourage attendance at CaliVic workshops as appropriate</p>	<p>Start of year/ Induction</p> <p>CaliConnect</p>	Principals, events manager, section managers
	Volunteer progression available to those interested	Make available to all volunteers information on other positions available and hold conversations with those identified as having the skills necessary to progress further in their volunteer roles.	End of year ready for start of the next year	Principals, section managers, event manager