

Volunteer recruitment

Self-assessment

**Name of 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

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| **No.** | **Statement**  | **Green**  | **Amber**  | **Red**  | **Actions**  |
| 1 | We understand the beneficial impact volunteers can have on our club (for the club, the community) |  |  |  |  |
| 2 | We know the volunteer roles available – they are written and recorded |  |  |  |  |
| 3 | We know the skills, qualities and abilities required for each role - Volunteer role descriptions are available  |  |  |  |  |
| 4 | We have completed a volunteer audit and identified the gaps  |  |  |  |  |
| 5 | We have an effective volunteer recruitment process in place |  |  |  |  |
| 6 | Our recruitment policies are inclusive – the people who volunteer within our club are representative of the wider community |  |  |  |  |
| 7 | We have considered what motivates out volunteers and what may stop people from volunteering  |  |  |  |  |
| 8 | We use a range of inclusive methods and mediums to recruit volunteers  |  |  |  |  |
| 9 | We have an inclusive volunteer selection process in place  |  |  |  |  |
| 10 | We have an induction process for volunteers  |  |  |  |  |
| 11 | We have a volunteer agreement form  |  |  |  |  |
| 12 | We recogniseand react to the motivations of our volunteers  |  |  |  |  |
| 13 | We are conscious of the benefits of supporting volunteers  |  |  |  |  |
| 14 | We recognise the different support opportunities available: formal qualifications, CPD courses and self-directed opportunities  |  |  |  |  |
| 15 | We ask our volunteers about their individual support needs and wants  |  |  |  |  |
| 16 | We reward our volunteers appropriately – based on their motivations  |  |  |  |  |
| 17 | A volunteer pathway is published and operational  |  |  |  |  |
| 18 | The club has a Volunteer Liaison officer  |  |  |  |  |