Kingaroy Rugby League Football Club,

Juniors & Seniors Incorporated

VOLUNTEER MANAGEMENT PLAN



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1. OBJECT

The purpose of this plan is to establish a strategy to recruit and retain volunteers to the Kingaroy Rugby League Football Club, Juniors & Seniors Incorproated.

Voluntary work enables sporting clubs to deliver community services and facilitate the development and reinforcement of social networks and cohesion within communities. Volunteers contribute to the successful management of our home games and are an essential part of the on field success of our teams.

A volunteer is a person or persons who are performing any role defined by Kingaroy Rugby League Football Club, Juniors & Seniors Incorproated. This definition is aligned with Volunteering Australia's definition of volunteering: "…time willingly given for the common good without financial gain." The roles performed may include one off or on-going roles but this does not negate the valuable contribution of all volunteer roles. Without each volunteer we would not be able to function as successfully as we do.

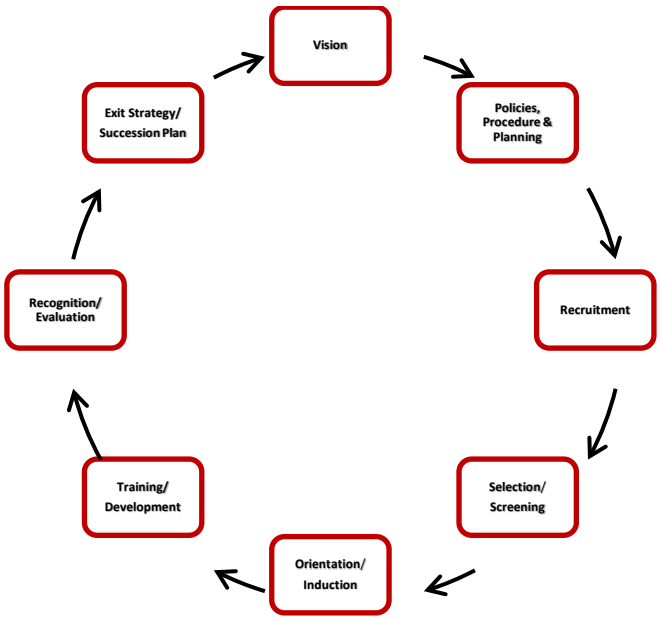
We honour the rights and responsibilities of volunteers as described by Volunteering QLD.

This Volunteer Management Plan (VMP) underpins the positive volunteering culture at Kingaroy Rugby League Football Club, Juniors & Seniors Incorproated. A VMP prioritises goals and identifies the key strategies to be implemented to:

- Connect the club's mission and vision with involving volunteers
- Help bring appropriate volunteers into the club
- Help volunteers develop a sense of commitment to the club
- Provide and/or plan for training and development opportunities
- Recognise and reward volunteer performance

2. THE VOLUNTEER CYCLE

The following diagram illustrates the Volunteer Cycle of the average volunteer and provides a framework for volunteer management highlighting the importance of monitoring and revising volunteer engagement within each phase.



3. VISION

To promote, encourage, and manage the game of Rugby League within the district. To provide and maintain playing areas and facilities for games, training, and social functions. To offer amenities and activities for members, and to promote and conduct sporting and recreational events for the enjoyment of all those involved with, or interested in, Rugby League.

4. POLICIES, PROCEDURES & PLANNING

To effectively manage volunteers Kingaroy Rugby League Football Club, Juniors & Seniors Incorproated has the following resources available:

- Club Consituation
- NRL Code of Conduct (link below)
    - https://www.playrugbyleague.com/media/9949/2020nrl-dev19_code_of_conduct_v4.pdf
- Volunteer Position Descriptions
- Grievance Procedure
- Club Handbook
- Volunteer Spotlight Nomination Program

These resources and additional documents are available on the Club Website per the link below.

- Club Policies & Procedures | Kingaroy Rugby League Football Club | TidyHQ

5. RECRUITMENT

Recruitment is the process of attracting new volunteers to the club. However, it can also include finding new roles for existing volunteers. The methods of recruitment include:

- TeamReach / Social Media posts and advertising
- Sponsors and partners
- Local community

6. SELECTION AND SCREENING

Successful appointment of volunteers will be per the process outlined in the Clubs Consituation, which is available on the Club Website per the link below.

- Club Constitution | Kingaroy Rugby League Football Club | TidyHQ

Applicants will be assessed based on experience, skills, and relevant training and are required to obtain a Working with Children Blue Card prior to commencing any role with the club.

All volunteers are expected to review their position description to ensure that they are equipped for the duties expected of them. In addition, all volunteers will be required to sign a Volunteer Confidentually Agreement and Volunteer Acknowledgement and Declaration.

The purpose of Volunteer Acknoledgment and Declation is to confirm they have read and understand the following information:

- Responsibilities of their role as outlined in the Position Description
- The Clubs Constitution
- The Club Handbook
- The Club Policies and Procedures
- NRL Code of Conduct

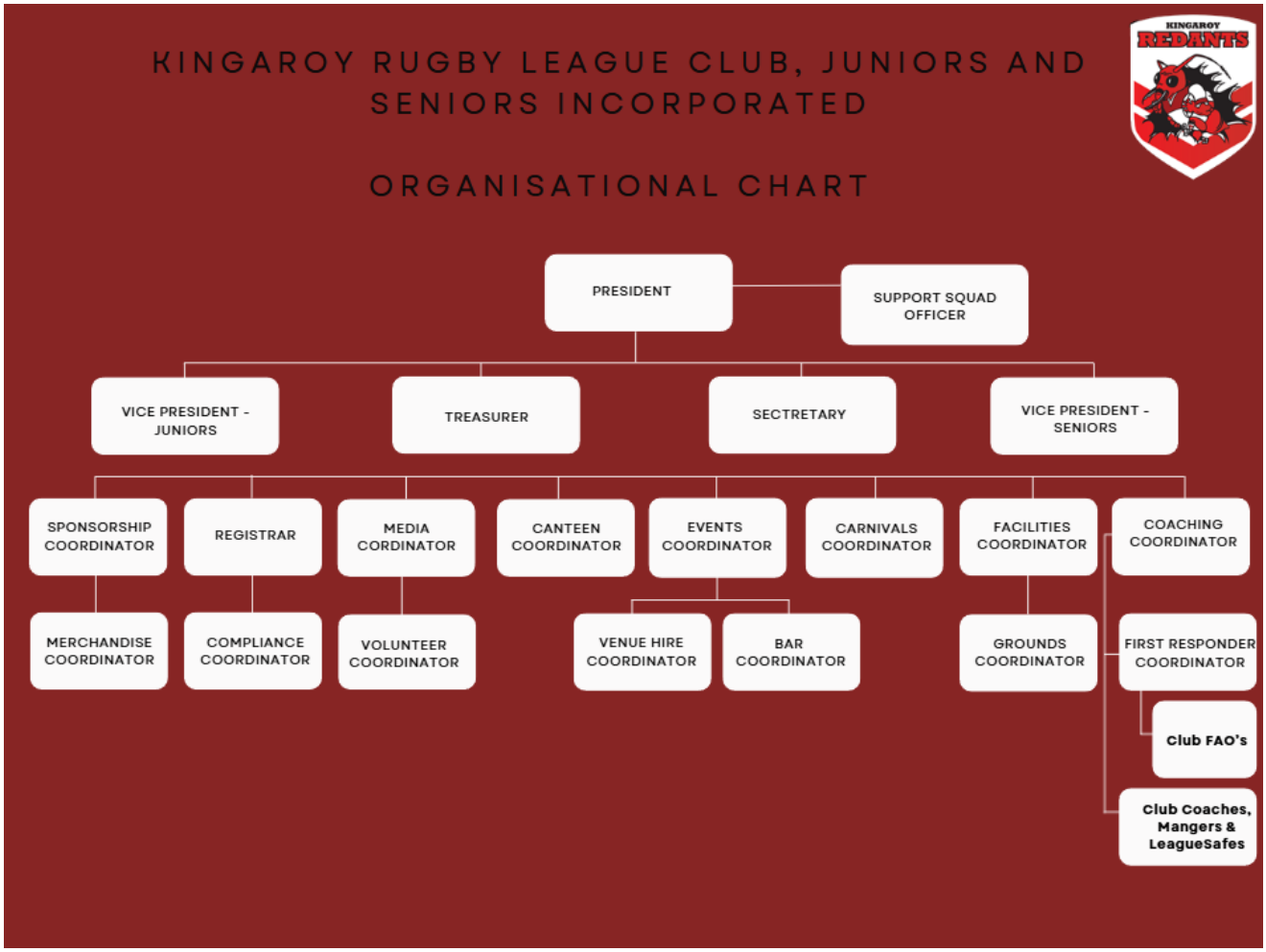
Successful volunteers will be required to register to the Club annually via the MySideline database, which can be accessed via the following link: http://www.playrugbyleague.com

Registration will ensure that:

- personal and emergency contact details are current
- accreditation information is current
- volunteers are covered by insurance

7. ORIENTATION & INDUCTION

The organisational chart for Kingaroy Rugby League Football Club, Juniors & Seniors Incorproated is below and is administered solely by volunteers.



Understanding the organisational chart familiarises new volunteers with the club and the key information involved in being a part of it.

Volunteers will report directly to the President or other nominated Club person. For one off event volunteering, the contact person for volunteers may vary based on the event.

8. TRAINING & DEVELOPMENT

Volunteers will be offered training and development opportunities to assist individuals to develop skills and perform roles. Committee & Team Staff will have compulsory training for their volunteer position to be completed.

Upon completion of NRL training, records of current skills and abilities will be recorded in the individual MySideline Profile. Any other training will be maintained by the Compliance Coordinator.

Training opportunities may include:

- Responsible Service of Alcohol
- Safe Food Handling
- Ground Manager Induction
- Child Safety - Patrons of the Game
- Complaint Handling
- Sports Community Webinars - for Executive Committee members and volunteers
- NRL Courses - executive committee, coaches, sports trainers and referees

9. RECONGNITION & EVALUATION

The contribution of all volunteers to Kingaroy Rugby League Football Club, Juniors & Seniors Incorproated is highly valued, and every effort will be made to thank volunteers and recognise their contribution.

The Volunteer Spotlight Nomination Program is designed to recognise and thank our volunteers. On a regular basis (ideally weekly) “Volunteer Spotlight" (1 x 18years and older, 1 x 17years and younger) will be decided by the Executive Committee in consultation with the Volunteer Coordinator during the season. Additional appreciation strategies can be sourced from Volunteering QLD be sourced here, and may include the following:

- Acknowledgement of volunteers at the end of season presentation
- Handwritten notes, cards, emails
- Volunteer feature on our social media page and in the local paper
- Annual Volunteer Breakfast
- Nomination of a volunteer for the Volunteer of the Year Awards
- Nomination of a volunteer for the NRL Community Awards
- Letters of reference
- Certificate of Appreciation
- Celebration of National Volunteer Week

Exit Strategy/Succession Plan

Volunteer roles will be for an agreed length of time based on the role per the Clubs Consituation.

Should a volunteer choose to cease volunteering with Kingaroy Rugby League Football Club, Juniors & Seniors Incorproated the Volunteer may be asked for the reasons they are no longer volunteering. While in many cases the reason(s) may be unavoidable, this may help the club improve its volunteer program by identifying gaps in the Volunteer Management Program.

10. Reference documents

- Club Consituation
- Volunteer Position Descriptions
- Grievance Procedure
- Volunteer Spotlight Nomination Program
- Kingaroy Rugby League Club Handbook
- NRL Code of Conduct

11. Last revision date

- October 2026