Kingaroy Rugby League Football Club,

Juniors & Seniors Incorporated

VOLUNTEER SPOTLIGHT

NOMINATION PROGRAM

PROCEDURE



Volunteer Spotlight Nomination Program

1. OBJECT

Volunteers are the backbone of our club, enabling us to deliver exceptional experiences for our players. To show our appreciation for their hard work and dedication, we have a Volunteer Spotlight Nomination Program each season.

2. POLICY

All selections for the Volunteer Spotlight must be fair and just. Volunteers who breach the NRL Code Of Conduct during the season may be removed from the draw at the discretion of the Executive Committee.

3. PROCEDURE

3.1 Nominations:

- During the club's playing season, club members are invited to nominate a junior volunteer (18 years and younger) or a senior volunteer who has demonstrated exceptional commitment and effort.
- Nominations should be completed via the Volunteer Spotlight Nomination form shared throughout the season and available from the club website.

3.2 Selection:

- The Volunteer Coordinator will review the nominations and in consultation with the Executive Committee select the Junior Volunteer and Senior Volunteer spolights on a regular basis (ideally weekly during the season).

3.3 Recognition:

- Selected volunteers will be featured on our Facebook page to acknowledge their valuable contributions.

3.4 Reward:

- At the commencement of the season, the Committee will consider an appropriate way to recognise and reward volunteers, subject to available funds and the Club's circumstances.
- If a reward or award is able to be offered, the Committee will determine the format, eligibility and value.
- Further details will be communicated to members at the commencement of the season once arrangements have been confirmed.

4. RESPONSIBILTY

The Volunteer Coordinator is responsible for managing this program, including encouraging club members to submit nominations. In addition, the Volunteer Coordinator should actively seek out nominees by attending training sessions, visiting the canteen on game days, and engaging with volunteers across all areas of the club. All nominations must be recorded in the Volunteer Spotlight spreadsheet. Selected nominations are to be published on the club Facebook page using the approved Volunteer Spotlight Canva template.

5. REFERENCE DOCUMENTS

- NRL Code of Conduct

6. LAST REVISION DATE

- October 2026