

Recognition Overview - Example

1. How will we make sure we stick to this plan?

For example:

- Who will be in charge of it?
- We will consider appointing a Volunteer Coordinator to be this person.
- This person will report monthly/bi-monthly/ Six-monthly to the Board/committee.
- The Board/committee will have reporting to the plan as a standing agenda item.

2. Who will we thank?

For example:

- We will thank all volunteers – coaches, officials, team managers.
- Any volunteer who we consider makes a significant contribution will be individually recognised.

3. How will we thank them?

For example:

- All our communications will contain a thank you message to our volunteers
- We have an annual award for the person who had made the most significant contribution or improvement.
- All coaches and managers will receive an item of branded clothing
- All volunteers will receive a discounted entry to the annual award ceremony.
- All members and staff will be encouraged to thank the volunteers whenever they have the opportunity
- All volunteers will be offered access to personal development opportunities
- We will have an end-of year function for all our volunteers
- We will use Lotto SportsMakers as a recognition tool by including an e-card in each volunteer communication and encourage all members to nominate.

4. How will we know who should be thanked?

For example:

- Records will be kept by our Volunteer Coordinator
- We will actively talk to our volunteers about what they are doing
- We will encourage all members and volunteers to provide stories about major contributions from volunteers they work with
- Success stories will be encouraged to be shared

5. Keeping Track

For example:

- We will maintain a calendar of our recognition
- We will record who has received recognition and why