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Volunteer Management Plan – Leschenault Cricket Club Profile

Association: Bunbury & Districts Cricket Association

Year Established: 1978 (tbc)

Website: www.leschenaultcricketclub.com Facebook: www.facebook.com/groups/leschenaultcc/ Twitter: @LCCGreenCaps

Purpose Statement: Providing cricket in a welcoming, family friendly environment for females and males, entry level to Veterans in the Australind, Binningup, Brunswick, Leschenault and surrounding areas.

Life Members: Pat & Rick(dec) Filinski, Kevin Cornwall, Laurie Dyer, Peter Shine, Susan Newman, Angelo D'Agostino, Sherryl D'Agostino, Peter Buchanan, Gary Quinn

Major Achievements: Inaugural WA Regional Cricket Club of the Year in 2012-13 & 2020-21
Cricket Australia's National Community Cricket Club of the Year 2020-21
T20 Champions 2009/10 & 2010/11, Runners Up 2013/14 & 2014/15



Discussion Topics for the Leschenault Cricket Club

The following are the priority topics for the Leschenault club committee. In an effort to ensure the longevity of Volunteering at our cricket club these below points are crucial for our club.

Discussion Topic	Yes / No	Priority			Club Strategy	Start Date	Achievement
		High	Med	Low			
Do you currently have a structured approach to managing the volunteers in your club?	Yes	X			Particularly with our coaches of juniors as they are the face of the club and largest influence on the child and parent experience	Ongoing	
Does the Leschenault cricket club get involved in external community and State sporting organisations activities and events?	Yes- Leschenault offers the facilities ongoing to many WA Cricket rep matches and other community events.	X			Continue to work in conjunction with the WA Cricket when needed. The offer of facilities is a great way to show off the fantastic wickets and facility that Leschenault has to offer.	Ongoing	
Do you have a positive culture within the membership, that encourages volunteering?	Yes -The Club sees a number of volunteers share the load. And has a strong community culture that embraces everyone.	X			Continue to invite past players and the Leschenault community to attend matches and functions. Ensure the workload is shared amongst various members of the Leschenault committee.	Oct 2014	Ongoing
Is your club Inclusive of all community members?	Yes- Leschenault prides itself on welcoming new and existing families to take part in the club. We advertise our registration with KIDSPORT.-Allow fees to be paid in instalments	X			The club stands by the fact they like to develop rather than entice existing players from other clubs to move to play for Leschenault CC. The club can look at inviting new people to the area to visit the cricket club on weekend, offer free coffee, kids memberships at low prices and incentives to be involved in the club.	August 2014	Ongoing
Are the Leschenault Coaches exposed to Education and	Yes - Coaches are encouraged to attend community coaching	X			Continue to monitor and train existing coaches and new coaches coming through the association. Support committee members and	August 2014	Ongoing



Development opportunities	courses and obtain accreditation.				coaches to obtain first aid certificates.		
Does the club embrace new formats?	Yes - We have delivered the Cricket Australia entry level program since 2008 and retention numbers have been fantastic. Our club has the greatest number of participants in the T20 Blast program a number of times since inception.	X			The club is always willing to work in with plans that are developed by the WA Cricket and Cricket Australia.	August 2014	Ongoing



The following tables outline the Action Plan

Table 1 – Recruitment

Discussion Topic	Strategy or Action	Timeline			Action Officer	Comments
		Goal	Start date	Completed by		
Have clearly defined opportunities for volunteer involvement in the organisation	Assess the organisation's capacity and identify where volunteer roles are required, both long term and short term (ad hoc) volunteers. Tailor recruitment needs on the basis of the assessment.	Ensure that each Leschenault committee member has a specific role or portfolio.	August 2014	May 2015	Committee	Role descriptions are updated as they change or new roles implemented

TABLE 2- Place

Discussion Topic	Strategy or Action	Timeline			Comments
		Goal	Start date	Completed by	
Do you have a position description for each of your volunteers?	Develop specific job descriptions for each of your volunteer positions	Each Member has a clear job description outlining all roles and responsibilities.	August 2014	Ongoing	The club currently holds regular meetings over the year. Agenda and minutes to be recorded. Each committee member to have a role to play to ensure the smooth running of the Cricket club.
Record Keeping of all volunteers?	Develop a document holding all Club Volunteers details that can be easily updated.	Update a spreadsheet including details and Working with Children numbers. – See Volunteer Management Framework.	August 2014	Ongoing	A club with all of its volunteers clearly outlined in a document makes it easier to edit and make changes. The club is also upholding its legal responsibility to keep current records of its volunteers.



TABLE 3 – Induct

Discussion Topic	Strategy or Action	Timeline			Action Officer	Comments
		Goal	Start date	Completed by		
Integrating all volunteers and members at the club to feel like they are part of the Leschenault cricket club	Ensure that all new and existing volunteers feel that they are part of the club and can approach all members. The club will invite all players to events and encourage them to bring along parents, partners and other members of the Leschenault community.	<p>Invite all members, players and parents to all social functions, events and matches. Ensure that all communication lines are open from the president down. The club can drive this through the website and social media.</p> <p>All Junior coach's and families are invited to one 'pre nominated' 1st Grade Seniors match, for free sausage sizzle and drinks</p>	October 2014	April 2015	Committee	<p>It's important that all volunteers feel like they are a part of the club and feel comfortable approaching all people involved on the committee. This should improve the image the club portrays on the community and more volunteers will want to come along and get involved in the club that is inviting and engaging to everyone.</p> <p>The club prides itself on the level of player representation tat Committee level.</p>

TABLE 4 – Train

Discussion Topic	Strategy or Action	Timeline			Action Officer	Comments
		Goal	Start date	Completed by		
Communicate effectively with volunteers	Provide pathways to communicate information to volunteers. Develop useful tools such as website, newsletter and flyers, and make use of Facebook and other social media platforms.	<p>Website is updated and launched via a communication to members.</p> <p>Facebook group to hold 80% of club members (adults) and used for internal information.</p> <p>Facebook page is used for public information and to expose the club more widely.</p>	Sept 2014	Ongoing	Social and Communication Coordinator	Communication is vital to all members and potential new members. Information sent through social media is currently being used by the club and the opportunity to utilise these methods is greater than ever with such a young playing group. The community and schools has potentially a great link to the club so an updated website and consistent communication to new and existing members is crucial.
Identify the training needs/resources for all volunteers and offer them suitable training opportunities.	Work with WA Cricket staff and Local Government to identify upcoming training opportunities.	<p>Ensure all new coaches take part in level 1 & 2 Coaching accreditation</p> <p>All Volunteers are made aware of training, workshops and seminars delivered by local government organisations and the Department of Local Government, Sport & Cultural Industries.</p>	October 2014	Ongoing	Committee	A strong relationship between the WA Cricket and Leschenault will result in all communication flowing through to the club and all volunteers. This can be communicated through the WA Cricket Cricket Managers and also through the Cricket South West Regional cricket board where Local Government and Club Development Officers can be invited to attend.
Do you cover the cost or subsidise accredited training for your volunteers?	Encourage and pay volunteers to attend courses that will benefit the club	Pay for all courses (eg coaching, wicket preparation) and out of pocket expenses the clubs deems reasonable to reimburse the volunteer.	October 2014	Ongoing	Committee	Leschenault currently encourages and pays for new volunteers and coaches to take part in courses to improve their skills.



TABLE 5 – Supervise

Discussion Topic	Strategy or Action	Timeline			Action Officer	Comments
		Goal	Start date	Completed by		
Coach Education and Development	All Coaches work together at the club to provide expertise, guidance and share knowledge.	Senior coaches and Junior coaches to provide feedback and development opportunities. All junior coaches receive a free 'Club Polo Shirt.	October 2014	December 2014	Committee	Utilising all the coaches and volunteers expertise skills to bring on other volunteers will benefit the club in the short and long term.
Game day Supervision	Ensure volunteers are fully equipped and have full access to all necessary equipment, keys and apparel for game days and all other club events.	Ensure a committee member is available at the ground on game days to open club house, canteen, bar when operating and all other club operations.	October 2014	December 2014	Committee	Ensure at least 1 committee member is around at training and on match days.



TABLE 6 – Recognise

Discussion Topic	Strategy or Action	Timeline			Action Officer	Comments
		Goal	Start date	Completed by		
Presentations	<p>The club presents its Filinski Award to the ‘Club Person of the Year’ at its annual windup and rates this publicly as one of its highest achieving honours.</p> <p>Recognise Life members at the Leschenault Cricket Club and Previous members from the Leschenault cricket club</p>	<p>Continue to present awards at the presentation evening recognising the Club person of the year along with other award winners.</p> <p>Contact Life members from the Leschenault Cricket Club and recognise previous life members from the club. Hold a Life members day and honour previous members.</p>	November 2014	Ongoing	Committee	<p>The importance of recognising volunteers who have contributed to the cricket club and deserve Life Membership is imperative.</p> <p>Recognising previous life members is a way to attract old and new volunteers back to the club.</p>
Do we fund recognition and rewarding of volunteers?	<p>Cover cost of training (coaching, First Aid etc), education (eg. Turf management).</p> <p>The club funds an end of season function for coaches and their spouse/partner</p>	Budget funds for volunteer recognition and training.	August 2014	Ongoing	Treasurer	A budget affirms the club’s commitment to Volunteer recognition and guards against ad-hoc awards and recognition.



TABLE 7 – Replace

Discussion Topic	Strategy or Action	Timeline			Action Officer	Comments
		Goal	Start date	Completed by		
Conduct exit interviews when a volunteer leaves	Develop a basic exit interview which can be done via email, phone or in person with volunteers. Monitor & track reasons for volunteer resignations	Communicate with all volunteers prior to the end of the season to determine if volunteers will be returning the next season.	March 2015	Ongoing	Volunteer Coordinator	If Volunteers are leaving ensure they are appropriately thanked.

Appendix I

WA Cricket Volunteer Management Plan – Action Plan for the Leschenault Cricket Club

A volunteer management plan provides our Cricket Club with clear objectives and strategies to support volunteer recruitment and retention efforts. Supporting, recognising and rewarding volunteers is crucial for the ongoing sustainability of our organisation. The development and implementation of this plan should be the combined effort of representatives across our organisation. Overall the volunteer management plan will assist in achieving an effective structure and management practices.

The below template offers seven areas to consider in the management of volunteers and offers sample strategies that may be considered for implementation. While it is recommended that consideration be given to each area, it may not be necessary to provide as many actions as suggested. In a perfect world the appointment of a Volunteer Coordinator is ideal for every club. However with many clubs this is not a reality. Existing committee members have the opportunity to take on parts of this role if they are unable to fill the Volunteer Coordinator position.

The Volunteer Management plan has two core functions: *Recruiting Volunteers* and *Retaining Volunteers*.

Both Functions are continuous and must work in conjunction with each other to be the most effective. The success of the plan is dependent on the motivation of each level of cricket wanting to improve a volunteer’s experience in cricket. If there is little or no motivation, then we shouldn’t expect volunteers to reciprocate the same motivation.

The Volunteer Management Cycle below outlines the on-going process Associations and Clubs go through; bringing volunteers into the club, looking after them while they fulfil their duties and then planning for when they leave.

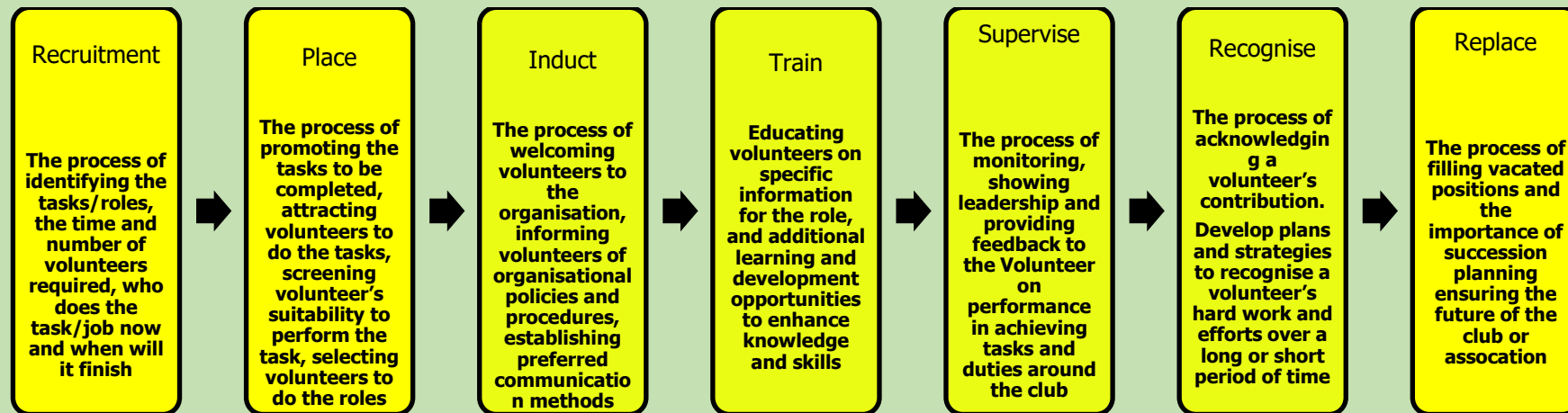


TABLE 8 – Volunteer Management Plan Cycle - Discussion topics for Clubs

Below are discussion topics for clubs to use in their own Volunteer Management plan.

Recruitment	Place	Induct	Train	Supervise	Recognise	Replace
Source Ideas to conduct volunteer recruitment within the community	Do you have job descriptions for each of your volunteers?	What sort of Induction information do you provide?	Are you communicating effectively with your volunteers?	List learning opportunities for volunteers.	Develop a volunteer appreciation Calender	Conduct exit interviews
Have clearly defined opportunities for volunteer involvement in the organisation	Do you keep a record of all volunteers?	Do you take the time to actively Integrate all volunteers and members?	Do you identify the training needs/resources for your volunteers?	Identify volunteer career progression opportunities for each volunteer	Incorporate life members into activity	Prepare existing volunteers to step into existing roles
Identify creative ways to attract volunteers	What sort of screening do you do?	Ensure a welcome letter is delivered to a new volunteer	Do you cover the cost or subsidise accredited training for your volunteers?	Coach Education and Development opportunities	Allocate some budget to volunteers	Communicate with volunteers who hold similar positions with other clubs
Do you actively promote the club via local community newspapers, schools and other sporting codes?	Establish a roster for your volunteers	Ensure they feel welcomed and aware of their rights and responsibilities.	Do you conduct regular reviews of your volunteers skills and abilities	Game / Training day supervision , does this happen?	Use reward evening to recognise publicly.	Communicate with volunteers who hold similar positions with other clubs from other codes.
Regularly publish a list of your filled and vacant roles to your club members via a newsletter, notice board or social, web media.	Conduct information workshops for volunteers, AGM and Welcome to the club days are perfect forums.	Ensure they are aware of the clubs healthy and safety procedures or any potential issues.	Produce a training Calender for volunteers including all workshops, courses and PD opportunities for volunteers.	Offer ongoing feedback and evaluation of volunteers. Be mindful some take feedback differently to others.	Involve community newspapers to run stories on your great volunteers	Invite members who show interest to committee meetings
Communicate with State Sporting association to help advertise	Are you a small club, do you manage responsibilities and share roles.	Do you host a welcome to the club afternoon / lunch or dinner for new and existing members?	Can existing volunteers train up new volunteers, do they have the skills?	Ensure Volunteers are on each committee meetings agenda	Acknowledge Birthday's and milestones	Do you regularly check your clubs constitution and strategic plan? Can it be altered?