



## **COUNTRY UNITED FOOTBALL CLUB Inc.**

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## **COUNTRY UNITED FOOTBALL CLUB**

The Country United Football Club values and respects the contribution of all its volunteers in whatever capacity they may fulfil. We realise that without their efforts, the clubs capacity would be greatly diminished and that the work they do is essential to the running of the club. The aim of this policy is ensure that volunteer efforts are recognised by the members and that they feel appreciated for their work.

### **Guidelines**

The Country United Football Club Committee will endeavour to follow the guidelines

- Recognise all volunteers in some way
- Give personal recognition specific to the individual needs and wants
- Provide a clear job description outlining the expectation of the volunteer to prevent overwork and assist with future recruitment where appropriate
- Understand the motivation of the volunteer
- Endeavour to recognise the volunteers effort soon after it is given
- Provide both formal and informal recognition
- Encourage volunteers to develop their skills and assist them with additional and greater responsibilities
- Assist the volunteer in maintaining appropriate records of experience that would help them in future career opportunities both paid and volunteer

### **Recognising and Rewarding Volunteers**

There are many ways a volunteer can be recognised and rewarded for their efforts. Below is a guideline to some of the ways but these are not limited to:

#### Informal

- Offer praise/thanks for volunteer while on the job
- Acknowledge volunteers in club newsletter
- Reimburse out of pocket expenses
- Listen to volunteers idea

#### Formal

- Write letters/card of thanks
- Write letters of reference including details of service
- Provide funding for training courses
- Present volunteer awards at Presentation events
- Award life membership

- Suitable sports gear will be provided, (as financial circumstances permit), to make coaches and club officers recognizable as key club personnel.

Specific volunteer rewards that are provided by the Country United Soccer club and to be reviewed annually are:

### **Country United Football Club**

- The Club will present an annual award for Club Volunteer of the Year.  
This award will go to a person, not on the committee, who demonstrates commitment to the club by giving up their time to help in some capacity throughout the season. This person does not have to be a player but must be a member of the club either by being registered on PlayFootball Club or as a family member of a registered player. This person will be a volunteer and not be paid for any time given to the club. The executive committee will call for nominations and will approve these nominations before a vote by the committee is held.

### **Committee Members** (as per positions advertised at AGM)

- Committee members will have their club fees reimbursed by the club. The club fee will normally be the difference between the total registration fee charged by the club and the total registration fee charged by MRFZ, FAA and Football Queensland. This may be transferred to only one other family member's registration. The club fees must be paid upon initial registration of the family member chosen with reimbursement from the club at a later date during the current season.
- The committee member will have their attendance at the end of year presentation night paid for by the club.
- The club will provide suitable sports gear to committee members at cost price.
- The club will provide membership of Western Suburbs Rugby league club paid for by the club.
- The club will provide an annual gift for all committee members.

### **Coaches**

- The Club encourages its members to attend coaching and officiating courses, and will advertise the availability of these courses to its members.
- The Club will recognise the contribution of its coaches and officials by contributing to the costs of courses which develop their skills and benefit the club or the running of the sport.
- Players who are Coaches will have their own playing registration fees (club plus MRFZ fees, FAA and Football Queensland) reimbursed by the club. The club fees must be paid upon initial registration of the player/coach with reimbursement from the club at a later date during the current season.

- Coaches who are not players will have their club fees only reimbursed by the club. Club fees are the difference between the MRFZ, FAA and Football Queensland registration fees and the total fees set by the club. This may be transferred to only one other family member. The club fees must be paid upon initial registration of the family member chosen with reimbursement from the club at a later date during the current season.
- The club will provide annual gift for coaches.

### Managers

- Managers will have their club fees reimbursed by the club. Club fees are the difference between the MRFZ, FAA and Football Queensland registration fees and the total fees set by the club. This may be transferred to only one other family member. The club fees must be paid upon initial registration of the family member chosen with reimbursement from the club at a later date during the current season.
- The Club will recognise the contribution of its managers by contributing to the costs of courses which develop their skills and benefit the club or the running of the sport.
- The club will provide an annual gift for managers.

### Referees

- The Club will recognise the contribution of its officials by contributing to the referee registration costs. This application must be in writing by the referee to the Committee.
- Any referee registration costs must be paid upon initial registration by the referee and then apply to the Country United committee for reimbursement from the club at a later date during the current season.
- Referees are recognised with a gift of a medallion at the end of the season.

THANK YOU VOLUNTEERS!

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Dated 17th January 2012

Regards,  
*Ken Griffin*  
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