



2017 Australian Gymnastics Championships

*Volunteer Recruitment, Selection
& Management*

Updated: March, 2017



Gymnastics
Australia



BACKGROUND

The contribution of volunteers is essential to the success of any major amateur sporting event. The 2017 Australian Gymnastics Championships (2017 AGC) is a large scale National event of which very specific volunteer needs must be met, as well as generic needs that don't require any specific skills. Building and mobilizing a pool of qualified volunteers for the 2017 AGC involve implementing recruitment strategies that target specific audience and the general public.

DEFINITION & GOALS

- Recruiting qualified volunteers who are competent, energetic and show a positive attitude towards staging the 2017 AGC
- Addressing specific needs in terms of skills and qualifications, as well as generic needs that match positions not requiring specific skills
- Ensuring the highest standard of service, quality and security for all the clientele being served
- Respect if the obligations and direction of Gymnastics Australia
- Defining the minimum selection criteria to meet the needs of the 2017 AGC
- Welcoming the volunteers into the Organisation warmly and professionally by providing general training on the role the volunteers and the expectations of the 2017 AGC, as well as training specific to their respective roles.





PROCESS- *Volunteer Selection*

Minimum Age

In an attempt to build a pool of independent and confident volunteers, Gymnastics Australia has introduced a minimum volunteer age of 16 years for the 2017 AGC.

Exceptions must be approved by the Event Manager, which will assess the suitability of the applicant(s) based on the talk performed and the skill requirements.

There is no maximum age provided the volunteer has the required skills.

Valid Email Address

To ensure affective communication with all volunteers, it is essential that each person has a valid, individual email address. General information, online training and volunteer rosters will be distributed via these addresses.

Background Check

All volunteers must have a current Working with Children Check (WWCC) or equivalent.

Please visit your state website for additional information or to apply;

ACT www.ors.act.gov.au/community/working_with_vulnerable_people_wwvp

NSW www.kidsguardian.nsw.gov.au/check

NT www.workingwithchildren.nt.gov.au

QLD www.ccypcg.qld.gov.au

SA www.families.sa.gov.au/childsafes

TAS www.justice.tas.gov.au/working_with_children

WA www.checkwwc.wa.gov.au





Language(s)

Depending on the area, a working knowledge of the English language will be required for volunteer positions. Applicants who are unable to demonstrate sufficient knowledge of English will be directed to another position or placed on a reserve list.

Exceptions must be approved by the Event Manager, which will assess the suitability of the applicant(s) based on the talk performed and the skill requirements.

Job Descriptions & Staffing

Job descriptions outlining the role, tasks and required skills and availability of volunteers will be produced for each position. Volunteer Services will then ensure that the best available volunteer is assigned to each position based on the desired criteria.

Volunteer positions requiring specific skills and qualifications will be staffed through specific recruitment efforts led by Gymnastics Australia.

Minimum Availability

To account for the volunteers' learning curve and to reduce the total numbers and costs for Gymnastics Australia, priority will be given to volunteers who will offer a minimum of 4 shifts. Volunteers who are unable to offer a minimum of 4 shifts will be placed on a reserved list.





Volunteer Recruitment, Prioritization & Selection

November 2016

Volunteer applications open

March 2017

- Final confirmation on role and responsibilities
- Commencement of basic training

May 2017

Final rosters delivered and role specific training

22nd May 2017

2017 Australian Gymnastics Championships begin!

Volunteer Benefits

- A unique opportunity that is fun, worthwhile and rewarding
- Opportunity to experience a national gymnastics event first-hand
- Opportunity to connect with like-minded people
- Opportunity to be involved with future national and international events
- Real, hands on work experience in a high-energy, enjoyable environment
- Event accreditation (complimentary access on days off)
- Event hospitality (when working across meal breaks)
- Event pin
- Volunteer uniform
- 2017 Australian Championships participation certificate
- Updating points (for Gymnastics Australia Technical Members)
- Personal reference letters from 2017 Australian Championships volunteer program (on request as deemed appropriate).



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VOLUNTEER MANAGEMENT

Uniforms

As a representative of the 2017 AGC team each volunteer will receive a uniform provided by Gymnastics Australia that must be worn during all shifts. The uniform will be provided in sufficient quantity to each volunteer based on the number of scheduled shifts.

Volunteer Training

To ensure all volunteer teams operate efficiently, their members will be adequately trained for the tasks they will need to perform.

Volunteer services will provide compulsory general training to all volunteers participating in the 2017 AGC. Training session will be held in May 2017, and a digital version of the content will also be posted inline and email through to all successful volunteers.

Volunteer Services, which is in charge of training, will ask all other department heads to identify their training needs and the ways to address them.

Recognition

Formal – Informal – Indirect

Although volunteers who choose to give their time do not necessarily expect material recognition in return, they nevertheless expect to be well received and treated by Gymnastics Australia. A quality recognition program can be broken down into three (3) areas; formal, informal and indirect.

- Formal – refers to the tangible aspects of recognition; catering, uniform, by-products, seats in the stands etc.
- Informal – refers to the quality of the relationship between Gymnastics Australia and the volunteer





- Indirect – focuses on including volunteer recognition in corporate communications

The 2017 AGC will implement a comprehensive volunteer recognition program that will take these three components into account.

Reimbursement of Expenses

No costs incurred by volunteer involvement in the 2017 AGC will be reimbursed. Gymnastics Australia will provide uniforms, meals and snacks to all volunteers.

