



# East Fife Sports Council

## *Volunteer Recognition Policy*

East Fife Sports Council (EFSC) values and respects the contribution of all our volunteers in whatever capacity they may fulfill. We realise that the work you do is essential to the functioning of our organisation and without your efforts our organisation's capacity would be greatly diminished.

The aim of this policy is to ensure that the work of our volunteers is recognised by our members, and that our volunteers in turn feel appreciated for their work.

### **Guidelines for volunteer recognition**

EFSC's committee will endeavour to follow the guidelines below when recognising volunteers:

- Recognise all volunteers in some way
- Give personal recognition, specific to the individual's needs and wants
- Provide a clear job description outlining the expectations of the volunteer to prevent overwork and assist with future recruitment
- Pay personal attention to volunteers – get to know them and show an interest in what is happening in their lives
- Understand the motivation of our volunteers
- Endeavour to recognise our volunteer's efforts in a timely manner
- Provide both formal and informal recognition
- Encourage volunteers to develop their skills and assist them to assume additional and greater responsibilities
- Assist volunteers in maintaining appropriate records of experience that will help them in future career opportunities, both paid and volunteer.