**Volunteer Management** - Rowing Ireland ‘Cheatsheet’

* **Recruitment** - Send a save the date to your returning volunteers. For new volunteers, consider contacting your local volunteer centre; recruiting from outside the rowing community can bring depth and breadth to the range of skills and knowledge your volunteers have, as well as raising the profile of your club in the area- building community links which will ultimately make your club stronger

* **Identifying roles and responsibilities -** Match up volunteer names to roles and the sooner the better so that they can ask questions, do their own bit of homework and generally prepare themselves for the event.

* **Be clear on what the commitment involves** - time involved, expected work and what they will receive in terms of lunch, merchandise, mileage etc.

* **Brief your volunteers-** Quick, frequent briefing on things like traffic, weather, any safety concerns or special groups of participants to be aware of or equipment instructions in the lead up to and on the day of the event will keep everyone informed and safe.

* **Consider the future of your army of volunteers** - We rely on dedicated volunteers who may stay in an event role for many years. Could they have a successor shadowing them this year? It would build confidence in the successor and relieve stress for the volunteer in the role knowing some day the baton can be passed. You may also have budding artists in your younger ranks who would like to perhaps design the event poster or have novel ideas regarding technology which would be a great way to ensure they know they can play their part.

* **Communication** - remember they are they to support your club and no matter how stressful the situation, communication should always be respectful. A quick personal thank you can go a long way to ensuring everyone feels appreciated at the end of the event.