



Volunteer Applications How to Guide for Sport Convenors

Why do volunteers need to apply?

We require all volunteers to register in our system, the reasons we require this are:

- To centralise all volunteer data
- To ensure all volunteers agree to the Unisport code of conduct
- To allow fast and accurate communication to volunteers – particularly in the event of an emergency
- To gather uniform sizes for each volunteer
- To gather dietary requirements from volunteers for catering purposes
- To gather accurate volunteer numbers for reporting purposes

How does the 2021 AMG Volunteer program work?

There are two types of volunteers included in the program

- Event volunteers – recruited by the 2021 AMG Workforce Coordinator and will be operating at non-sport venues (Games Central, Logistics Centre, Airport, Special Event venues, etc.)
- Sport volunteers – recruited by individual Sport Convenors (and supported by 2021 AMG Workforce Coordinator if required)
 - Sport volunteers will include anyone who will be performing a role at a sport who is not getting paid (e.g. if officials are not paid at your sport they can be included as volunteers)

All volunteers, whether they are event or sport volunteers will need to apply via the 2021 AMG system as per the reasons listed above.

The volunteer journey will differ for event volunteers and sport volunteers to ensure that the process is as simple as possible for sport volunteers.

What do volunteers receive by registering on our system?

- A volunteer uniform including a polo shirt, cap, drink bottle and bag
- An accreditation pass which grants access to our [social program events](#)
- An invitation to our volunteer appreciation event after the Games

What are sport-specific volunteers required to do?

- Complete a short application form to gather contact details, relevant qualifications, uniform sizes, emergency contacts and dietary requirements

- Complete Orientation Training via our online portal in September
 - This will be a short online module that will cover areas such as, Games information, health and safety, emergency plans, uniform and accreditation collection process and representing the 2021 AMG.
- Attend at least 3 shifts during the games period (9 Oct – 16 Oct)
 - Exceptions to this rule will be possible for sports that have less than 3 days of competition

How do sport-specific volunteers register?

There are two options for getting Sport Specific volunteers to register:

Option 1: Send them the below link to the **Sport Volunteer Only** registration form

<https://australianmastersgames.rosterfy.com.au/invite/IPZLCu6zZITxrrwVSm9rxBLIFBZqrikedhrFhsKM9DLDFKqObmISkjj9T1wr>

- Simply email this link out to your volunteers and ask them to complete the registration form
- This form will be shorter than the general registration form that is on the website and only collects information that is necessary for sport volunteers
- If you have any volunteers that would struggle using an online form, they can call Libby (AMG Workforce Coordinator – see contact details below) and she can ask them the questions and fill out the form for them

Option 2: Fill out the attached spreadsheet with the details of your volunteers and they can be emailed to Libby (amg.workforce@unisport.com.au) and uploaded directly into the system

- This isn't the preferred option as some of the questions are personal and volunteers may not feel comfortable providing you that information directly
- All fields in this spreadsheet must be filled out as these are the minimum required fields for registration
- By filling out the form on behalf of a volunteer you will take responsibility for ensuring that all volunteers agree to:
 - The [Volunteer Agreement](#) and [Code of Conduct](#)
 - Our [Privacy Policy](#)
 - To consent to a police check if required

Timeline

- 30 April 2021 – Critical Task 4.4 (Workforce Headcount) is due
- 16 May 2021 – Volunteer applications close
- May 2021 – AMG will review requested headcount vs. volunteer applications and advise sport convenors of next steps

Things to consider when working out volunteer head count

- Catering – you will need to provide volunteers with a meal if they are working a shift that is 5 hours or longer in length

- Number of shifts each volunteer completes – we require volunteers to complete a minimum of 3 shifts but you will know within your sport how many shifts volunteers normally complete. There will be exceptions to this rule (e.g. 1 day events)
- The tasks that your volunteers will be doing. Some simple tips to guide you are:
 - Never ask a volunteer to do a job that you would normally pay someone to do
 - (e.g. cleaning toilets/showers or security)
 - Think about what they will be doing for the whole length of the shift
 - (e.g. will they be really busy at the beginning when everyone arrives and then have nothing to do – could you combine two roles that are active at different times instead)
 - Is it a safe role for volunteers?
 - (e.g. if they are positioned in an isolated location is it safe for them to be alone, should 2 volunteers be stationed together?)

Need extra help with volunteer planning and recruitment?

- Libby (Workforce Coordinator) is happy to help and provide advice on your workforce requirements
 - Amg.workforce@unisport.com.au
 - 08 6146 3255
- If you would like assistance with scheduling shifts and rostering volunteers please get in touch
 - We can train and give you access to use our workforce system (Rosterfy) to roster your volunteers OR
 - You can provide us with your shift schedule and we can do the rostering for you