



A Guide to the Club Volunteer Coordinator (CVC) Role

Volunteers are essential to the success and sustainability of rugby clubs. The friendly and welcoming atmosphere of rugby union leads many people to say ‘we’re more like a family’ and this is demonstrated by the time, willingness and commitment that volunteers dedicate to the game, from coaches and referees to committee members, parent helpers and many more. Our vision is for Rugby Union to have an enthusiastic, motivated, well-trained and effective volunteer workforce working for the benefit of all aspects of the game.

Why recruit a Club Volunteer Coordinator (CVC)?

- To promote the benefits of volunteering, ensuring new volunteers feel welcome and existing volunteers feel valued
- To ensure that, at the heart of the club, there is a group of people who are in the right place at the right time with the right skills to enable the club to achieve its goals
- To have a direct link with the Constituent Body and the RFU, providing two-way communication about volunteering matters.
- To network with other CVCs, sharing good practice relating to volunteers from across the sport.

Main advantages for clubs to have an active CVC

- Raises the profile of volunteering within the club as a desirable activity
- Provides one dedicated, ‘go-to’ person in the club for volunteering matters
- Helps to ensure enough volunteers are recruited to cover all club requirements
- Planning in advance makes it easier for busy people to volunteer
- Succession planning helps sustain/develop the club’s activities
- Better co-ordination of volunteer recognition means more people are thanked and feel appreciated

An active CVC can link directly with the RFU & CB Volunteer programmes and outside partners to action plan and develop their club’s volunteer needs.

One size doesn’t fit all

- You don’t have to call this role ‘Club Volunteer Coordinator’. You can choose a title that you feel best suits your club structure (please note that, for ease, the RFU will refer to the role as Club Volunteer Coordinator).
- The key is that the functions (recruitment, development, retention & recognition of volunteers) are covered effectively in your club.
- Sharing one role between several people is a great way of making volunteering roles more manageable. This approach can also encourage more people to get involved and may lead to a greater total number of volunteering hours given to sustain and grow the game.

Different approaches to consider

- Some clubs have a single CVC
- Some large clubs have a team of CVCs working together to carry-out the role effectively,
- In other clubs, the role is divided and shared with other roles for example:
 - The Club President leads recognition;
 - the Chair leads recruitment and,
 - the Assistant Chair leads retention & development of volunteers.

TEAMWORK RESPECT ENJOYMENT DISCIPLINE SPORTSMANSHIP