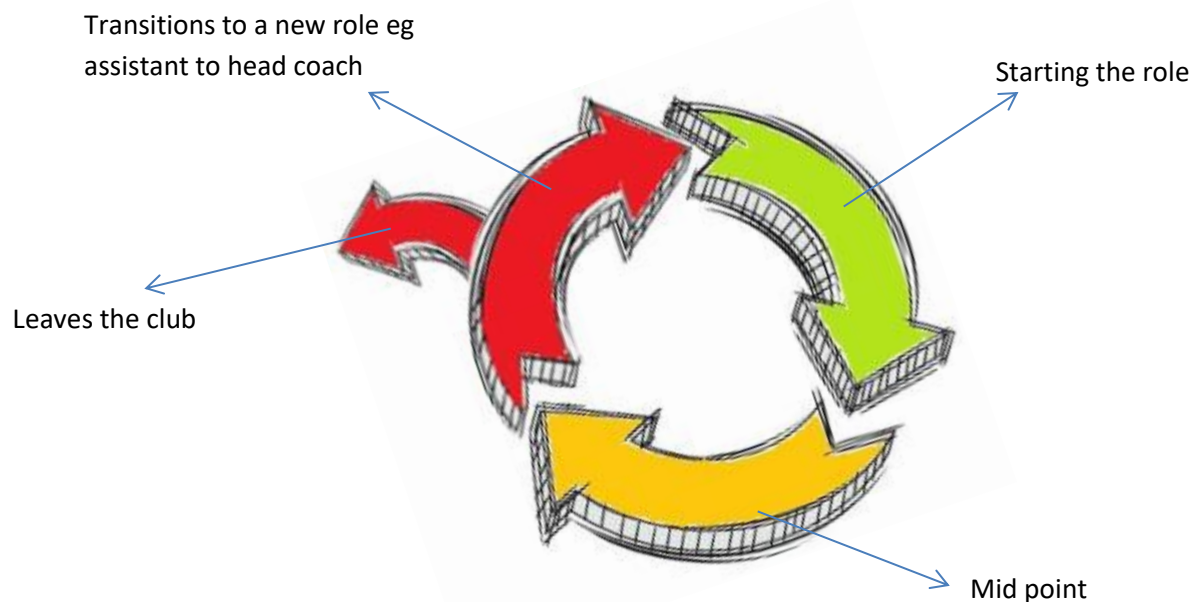


Tool for Auditing and Analysing Volunteer Workforce

This tool is used to look at all volunteers within a club or across a programme and to quickly at a glance analyse where each coach is at in their volunteering journey and to give them a rating. This system combines 2 process – Volunteer *Life Cycle* and a *Traffic Light* rating.



Volunteer life cycle: Every volunteer and volunteer role has an *average* life cycle – this is the amount of time a person stays in this role before they move on. There are always club volunteers who are out with the *average* (eg the coach who has been doing it for 20 years, or the person who starts and quits 2 months in) but most roles have an *average* length of time. Each club and role will be different.

Traffic Light Rating: This is a Red, Amber Green (RAG) system and works as follows

GREEN	For volunteers in the first third of their role's <i>Life Cycle</i>
AMBER	For volunteers in the middle third / second last season of their role's <i>Life Cycle</i>
RED	For volunteers in the final third / last season of their role's <i>Life Cycle</i>

Using the tool

Step 1: Write down all the roles within your clubs

Step 2: Write down the *average life cycle* of each role

Step 3: Write down the actual length of time each person has been in their role

Step 4: Using the *Average Life Cycle* and the *Actual time in Role* assign each role a *Traffic Light* rating

