

**Wrestling Western Australia
Volunteer Management Policy
2023
(2023-2025)**

Contents

| | |
|---|---|
| Introduction | 2 |
| Abbreviations | 2 |
| Purpose | 2 |
| Preparation Required | 2 |
| Pre-recruitment task list..... | 2 |
| Recruitment | 2 |
| Related Documents | 3 |
| Roles, Responsibilities, and Recruitment..... | 3 |
| Organisational Chart | 3 |
| Volunteer Roles | 4 |
| Volunteer Register | 5 |
| Volunteer Recruitment Strategies | 6 |
| Volunteer Recognition | 7 |
| Reimbursement | 7 |

Introduction

Wrestling Western Australia (WWA) is a volunteer run sporting organisation based in Perth, Western Australia. The growth and daily running of the organisation relies heavily on the unpaid work of volunteers and values their contribution highly.

Abbreviations

WWA: Wrestling Western Australia

WAL: Wrestling Australia Limited

Purpose

The primary purpose of this document is to build upon and expand the foundational elements laid out in the previously established **WWA Volunteer Management Policy 2022**. By doing so, we aim to further refine and strengthen our volunteer management practices, ensuring that they remain aligned with our evolving organisational needs and objectives. This document represents a dynamic and forward-looking approach to volunteer management, drawing inspiration from our past successes while embracing innovation and adaptability to best serve WWA and its thriving wrestling community.

Scheduled Review Date: March 2025 (In line with WWA Volunteer Management Policy 2022)

Preparation Required

Pre-recruitment task list

The task list provided below includes tasks that will greatly increase your understanding of your role as a volunteer for WWA. Please complete the provided task list as soon as possible after being inducted as a volunteer.

| | |
|---|---|
| ✓ | Tasks |
| | Fill WWA volunteer form (online) |
| | Read designated volunteer role description |
| | Read WWA policies and procedures |
| | Contact the relevant superior for any additional information or training you may need for your role |

Recruitment

All volunteers are subject to the screening procedures set out in the appropriate sections of WWA Policies.

Recruitment of volunteers shall also consider WWA's commitment to cultural diversity under its **Access and Equity Policy**.

Related Documents

- WWA Volunteer Management Policy 2022
- WWA Board Governance Charter
- WWA TERMS AND CONDITIONS OF MEMBERSHIP
- WWA Privacy Policy
- WWA Risk Management Policy
- Wrestling WA 2020 Constitution
- WWA Volunteer Role Descriptions
- Events Subcommittee Terms of Reference

Roles, Responsibilities, and Recruitment

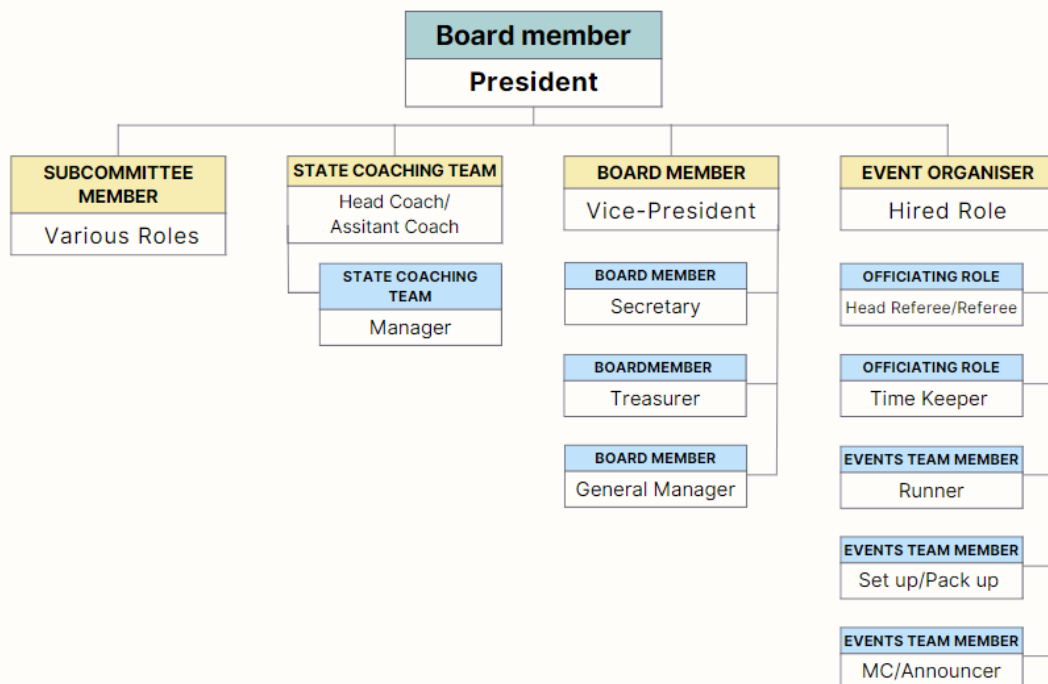
Organisational Chart

The Volunteer Organisational Chart below is a visual representation of the structured framework that defines the roles, hierarchy, and relationships among our dedicated volunteers within WWA. This chart showcases the leadership roles and vital functions that support the organisation's mission.



Wrestling Western Australia

Volunteer organisational chart



Volunteer Roles

The Volunteer Roles listed below are the roles available to all volunteers wanting to be involved in the running of WWA. Descriptions of each role are available on the document entitled **WWA Volunteer Role Descriptions**, which are a comprehensive guide outlining the responsibilities, expectations, and qualifications for each vital role within WWA. These descriptions serve as a blueprint, providing clear and concise details that help volunteers understand their specific roles and how they contribute to the organisation's success. By referring to these descriptions, volunteers can step into their positions with confidence and clarity, ensuring that their efforts align seamlessly with the broader mission of Olympic-style wrestling in Western Australia.

*For full descriptions of each volunteer role, please refer to the document titled **WWA Volunteer Role Descriptions**.*

1. Board Member (President)
2. Board Member (Vice-President)
3. Board Member (Secretary)
4. Board Member (Treasurer)
5. Board Member (General Member)
6. Subcommittee Member (Various Roles)
7. Officiating Role (Head Referee/Referee)
8. Officiating Role (Registrations)
9. Officiating Role (Mat Chair and/or Judge)
10. Officiating Role (Timekeeper)
11. Events Team Member (Runner)
12. Events Team Member (Set Up/Pack Up)
13. Events Team Member (MC/Announcer)
14. State Coaching Team (Head Coach and Assistant Coach)
15. State Coaching Team (Manager)

Volunteer Register

The WWA Board maintains a comprehensive **Volunteer Register**, a vital repository that houses the names and contact information of both past and current volunteers. This managed register serves as a central hub of information, encompassing the dedicated individuals who have generously contributed their time and expertise to support the endeavours of WWA.

Every volunteer, past or present, is diligently required to complete and update their information on this register, ensuring that it remains a dynamic and accurate resource. By consistently maintaining this record, the Wrestling Board can not only express its gratitude to these valuable volunteers but also foster a strong sense of community and unity among those who share a passion for Olympic-style wrestling.

*Below is a link to the **Volunteer Register form** to be completed by all past and current volunteers:*

<https://app.smartsheet.com/b/form/6515143caf3a46f991767fe12285504f>

Volunteer Recruitment Strategies

These recruitment strategies outline a comprehensive set of approaches for identifying and engaging potential volunteers who share our commitment to wrestling in Western Australia. These diverse strategies are designed to cast a wide net, allowing us to attract individuals from various backgrounds and with different skill sets. By implementing these approaches, WWA aims to cultivate a strong and dedicated volunteer team that contributes to the growth and success of the sport in our community and beyond.

1. Online Volunteer Portals
 - Utilise dedicated volunteer recruitment websites and platforms where individuals interested in volunteering can easily find and apply for opportunities within our organisation.
2. Social Media Outreach
 - Leverage the power of social media channels to share volunteer openings, engage with potential volunteers, and raise awareness about the impact of volunteering in wrestling in Australia.
3. Email Campaigns
 - Send targeted email campaigns to our membership base and wrestling community, highlighting volunteer opportunities and encouraging individuals to get involved.
4. Networking Events
 - Attend local sports and community events to connect with potential volunteers and share our organisation's mission and volunteer needs.
5. Partner with Local Schools
 - Collaborate with schools and educational institutions to engage students and educators who may have a passion for wrestling and an interest in volunteering.
6. Alumni Engagement
 - Tap into the network of former wrestlers and wrestling enthusiasts who may be eager to give back to the sport as volunteers.
7. Volunteer Outreach:
 - Engage in community outreach programs and events to connect with individuals who share an interest in sports and community involvement.
8. Online Volunteer Application
 - Maintain an accessible online volunteer application form on the website, making it easy for interested individuals to express their willingness to volunteer.
9. Word-of-Mouth
 - Encourage our current volunteers and members to refer friends, family, and acquaintances who may have a keen interest in getting involved.
10. Targeted Volunteer Campaigns
 - Develop specific recruitment campaigns for critical roles, such as coaches, referees, and event organisers, to attract individuals with specialised skills and knowledge.
11. Engage with Wrestling Clubs
 - Collaborate with local wrestling clubs and organisations to tap into their pool of passionate wrestling enthusiasts who may be eager to volunteer at the regional or national level.

Volunteer Recognition

The WWA Board extends its heartfelt appreciation and profound gratitude to all past and current volunteers who have dedicated their time, energy, and unwavering passion to further our mission and contribute to our success. Your selfless efforts and commitment have been instrumental in shaping our organisation and driving Olympic-style wrestling to new levels of excellence. It is your dedication, be it in coaching, officiating, event management, or any other vital role, that forms the very foundation of our achievements.

WWA stands as a testament to the strength of our united wrestling community, and we are profoundly thankful for each volunteer's invaluable contributions in helping us realise our goals. Together, we continue to forge a brighter future for the sport we hold dear. Thank you for your unwavering support and dedication to the wrestling cause.

Reimbursement

All volunteers shall be reimbursed for all pre-approved expenditures incurred in the exercise of their functions, as determined by the WWA Board from time to time. The WWA Board will use its discretion to reward the work of volunteers where deemed appropriate to do so, from time to time, including the use of incentives such as, but not limited to, the provision of a uniform or equipment, waiving of Association registration fees.