

Checklist for Club Volunteers Working in Schools

Knowing all the Details

If going into a school to conduct sessions with students, there are a number of things you need to know beforehand:

- [] The year levels you are working with
- [] The number of students in each group, gender mix, any special needs
- [] The experience levels of the students in your sport
- [] Your role, and the role that the teacher will take E.g. Help with the session, discipline, first aid
- [] What facility/equipment is available for use E.g. Markers, goals, sport specific equipment
- [] That equipment and facilities have been checked, to make sure they are adequate and safe
- [] Start and finish times for the session(s) – (which must be adhered to)
- [] The arrangements if it is wet
- [] The school requirements for visitors working with students E.g. Does everyone need to have a Working With Children Check?
- [] Where to meet on arrival and the school sign in procedures

A good experience for the school

If you want to be welcomed back, or for the school to promote your club for you, the experience must be a good one for both the students and the staff. It is worth thinking about whether:

- [] Your volunteers have adequate training and experience to conduct a quality session that is fun, safe, and motivating! If unsure, ask if your State Body can assist you in anyway

- [] You have enough volunteers to help with a class-sized group (approx 25-30) – if not, can you work in with the teacher?
- [] The volunteers will represent the club in a professional manner E.g. Won't smoke, will use appropriate language, are good with young people
- [] You have all the equipment needed, and facilities organized E.g. Equipment, nametags, club information to handout

What Happens Next

If your purpose is to promote your sport and recruit numbers, a one-off experience is not usually enough on its own. Here are some follow up ideas to think about:

- [] Leave your contact details with the teachers – ask them, if they have enjoyed the session, to let others in the school know
- [] Give each student details of the club and an invitation to come along
- [] Whether your State Body can provide you with any give-aways E.g. stickers, posters
- [] Let students know of other class members already involved who could introduce others to the club
- [] Leave a newsletter item with the school to include as a follow up to the session
- [] Offer some equipment on loan or lesson ideas for the teacher to follow up
- [] Run a club activity shortly afterwards and invite students to the club to participate
- [] Make a time to come back and look at other ways the club and school might benefit from working together
- [] Ask the school staff if they have enjoyed the session to let others in the school know

Links with schools can be a very effective way to recruit young people, provided you have the capacity to do it well.