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Sport England supporting clubs and volunteers

| ON THE RIGHT TRACK |

A guide to supporting student sports
volunteering in further education

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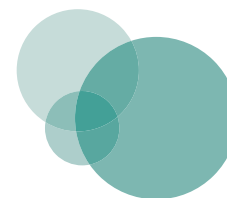


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Introduction

Organised sport relies on volunteers. From the weekly commitment of running a local community sports club to playing important roles in staging some of England's most prestigious sporting events, volunteers make a significant impact on the people who play sport and the likelihood of them continuing their sporting involvement in the future.

We know that 16–29-year-olds are more likely to volunteer in sport if they are in education. Based on the question '**In the last four weeks, have you done any voluntary sports work?**', Sport England's Active People Survey 4 indicates that 11.6% of 16–29-year-olds in further education (FE) volunteered in sport compared with only 7.7% of 16–29-year-old non-students. FE is a great environment to encourage students to start or continue in sports volunteering, so that if they choose to go out into the community to volunteer, or move on to university, they have learnt the benefits of volunteering and have some good foundations to build on, which will make them more likely to continue.

The purpose of this resource is to offer some basic advice to assist you to set up and run a sports volunteering programme at your college. It provides useful information as to where you can go to get further support and guidance, and also offers advice on how you can support your students in taking up sports volunteering opportunities. A case study is included from a college currently running a volunteer programme to give you some practical ideas for implementation.

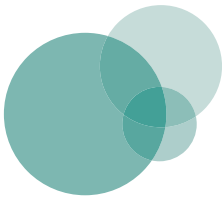
The student resource complements this resource, and it is intended to be used to help guide and encourage students at your college to volunteer in sport. It could also be used to encourage students who are leaving college for employment or university to continue to volunteer in the future.

Why should my college support student sports volunteering?

There are benefits that can directly impact on your college through supporting students to take part in volunteering either within the college or in the community. Some of these are as follows:

Enhanced contribution to student employability – sports volunteering will enable your college to offer students real-life experiences in a workplace environment. Volunteering provides young people with new experiences and skills, as well as the opportunity to put into practice what they have already learnt through their academic studies. This is a key motivation for young people to volunteer as it can set them apart from other candidates in a competitive job market or when applying to university.

Support for sports activities – sports volunteers could enable your college to increase its sports provision for students, at minimal expense. Through training, qualifications and development opportunities, volunteers could help to organise and manage student sports activities, clubs and events, which may be a key part of enrichment of the overall student experience at your college.



Enhanced student experience – providing opportunities for your students to take part in sports volunteering may encourage them to be more engaged in college life by giving them more activities to be involved in on the college site. It will enable them to work alongside and interact more with fellow students, all while having fun. This could have an impact on their motivation, behaviour and attendance, which may also have a positive impact on their academic studies.

Enhanced community links – supporting students to volunteer in local clubs, schools or other community organisations provides a great opportunity to strengthen community partnerships and raise the profile of your college locally, which may improve its reputation and attractiveness to prospective students.

Being part of a sports volunteering pathway – this will enable your college to be part of something bigger. Providing opportunities for students to volunteer may help them to progress on a pathway from previous volunteering roles that they may have undertaken in school or in the community. It will also prepare them for future volunteering in the community or at university.

How can you provide volunteering opportunities at your college?

If you do not currently have any provision for sports volunteering at your college, you may want to start by asking the following questions:

Which of the above benefits do I want to achieve?

It is good practice to be clear about the outcomes you wish to achieve from setting up volunteer opportunities so that the impact can be more easily measured.

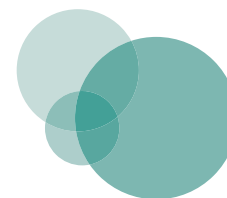
Who is best placed to lead on this area of work, and will they need assistance from other staff members in supporting new sports volunteers?

It is important to identify someone to lead on this work – this may be a member of the sports department, or another academic department, who has an interest and experience in leading sports activities, as well as being able to motivate others. You may have a member of staff who already has experience in setting up volunteering opportunities and managing volunteers.

If I want to increase the sports provision for students at my college, what workforce do I need? Could students fulfil any of the roles required?

Think about the sports activities you currently provide that are oversubscribed, or those that you would like to provide but currently cannot due to lack of staff, time or capacity. If students could help fulfil some of these roles, consider what might need to be put in place to enable them to deliver the sports activities within the college; for example, training for staff to mentor volunteers, or for students to be able to lead or coach effectively.

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Do I have any community partners that may be able to provide volunteering opportunities and how do I ensure these are high quality placements?

You may have links with local sports clubs that have volunteering opportunities. Your local county sports partnership (CSP) may also be able to assist you to identify high quality volunteering placements. Further information about organisations providing opportunities and support can be found on pages 6–10.

Do I have any students who already volunteer in community sport or have previous sports volunteering experience?

If you are not aware of your students' volunteering experiences, find out by talking to them or perhaps by conducting a questionnaire. These students may be interested in helping to organise college sports activities or may like to support fellow students in volunteering.

How do I ensure my students will be volunteering in a fun, positive and safe environment?

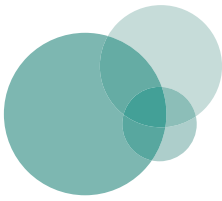
Everybody should have a safe and enjoyable experience in sport. Before you start a new volunteering programme, ensure placements are appropriate, accessible and safe, and if your volunteers are under 18, ensure they will be fully supervised by an adult at all times. Talk to your students about who they will be responsible to in their placement, how they should be treated, and where they can go if they need help. If you are brokering community placements, your CSP or local Volunteer Centre should be able to recommend a placement that has met minimum requirements or standards, such as Clubmark accreditation. Many providers of volunteer placements will now want to find out about students' suitability and qualifications and will require them to have a Criminal Records Bureau (CRB) check if they are over 18 and volunteering with young people. Visit the Child Protection in Sport Unit website – www.thecpsu.org.uk – for further information. It is recommended as good practice that you and your volunteers attend training courses in safeguarding and protecting young people and vulnerable adults, and basic first aid.

What types of volunteering can students get involved in?

There are a range of volunteering roles that students could take up either at your college or in the community, perhaps at a local club, school, youth organisation, holiday scheme or inclusion and disability sessions. New volunteers may prefer to begin volunteering in sport with a younger age group as they may feel more confident leading those younger than themselves. Depending on a student's age and experience, leading a group of fellow students or those older than themselves can be quite daunting. If your students have volunteered before, however, this may be the time to challenge them to volunteer with a different age group of people, such as their fellow students. This will provide them with a new experience and help improve their confidence.

Think about what you would like to achieve through your volunteering programme and then consider the following sports volunteering roles and decide if these are relevant or appropriate to your college and students:

- **Leading activities** – organising, planning, assisting and/or leading activities, leagues, competitions and events.
- **Coaching** – helping with the selection, preparation, instruction and performance.
- **Officiating/refereeing** – assisting or leading the officiating of games or competitive sports activities.
- **Media** – promoting activities, events or organisations, and writing match reports or taking photos.
- **Event management** – effectively and efficiently planning and managing a successful sports event, ensuring it runs smoothly, on time and on budget, and is enjoyed by all.
- **Sports or club committee roles** – primarily team captain, social secretary or kit manager. Some volunteers may wish to take on more important roles such as club captain (overall organisation of the club and delegation to committee), secretary (minute taking, arranging meetings) and treasurer (keeping an eye on the budget).



- **Managing facilities** (groundskeeper) – predominantly a community-based volunteering opportunity, but may be appropriate where linked to academic or vocational courses in leisure and amenities management. This may include understanding how to manage a facility, maintenance, bookings and health and safety.
- **Team manager/coordinator roles** – assisting with the recruitment of participants, logistical arrangements for competitions and fixtures, and confirmation of results.

Some of the roles outlined above may already exist at your college or may need to be created. Alternatively, you may decide some opportunities could be found in local community sports clubs and organisations.

Once you have decided where the volunteering opportunities are, you may need to think about the training needs of your potential volunteers. You could use the Volunteer Checklist in the *On the Right Track* student resource to help you find out where your students' strengths and weaknesses lie and what sort of volunteering roles they might like to try.

What sort of training is available?

A range of generic courses are available to support sports volunteering, such as Sports Leaders UK Awards, governing body of sport coaching and officiating qualifications, first aid, safeguarding children and vulnerable adults, and runningsports workshops. These could be supplemented by tailored courses, such as event training, briefings or familiarisation sessions. A list of organisations that may be able to provide advice is provided on pages 8–10.

How can you encourage and support your student volunteers?

There is a wealth of information available on good volunteer management practices. Below is a summary of some of the key principles for all types of volunteering (not just in sport), known as the four Rs. These are a useful guide whether you already have a volunteering programme or are thinking about starting one up:

Recruitment

- Ensure the volunteer placements are attractive, accessible and safe.
- Advertise available placements using posters on noticeboards, leaflets and the college website, and use the *On the Right Track* student resource.

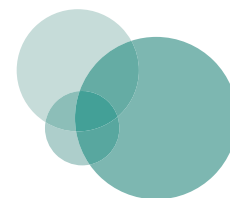
- Conduct an initial audit of students' skills and the abilities of potential volunteers in order to match their skills to the needs of your college or volunteering programme. You may wish to use the Volunteer Checklist in the *On the Right Track* student resource.
- Remember the less sporty students who may be interested in volunteering using IT or media skills for sport (eg web design, photography).
- Be clear about what the roles are and how much time commitment is required – many sports clubs now have volunteer role descriptions. Visit www.runningsports.org/club_support/all_resources/ga_role_outlines for some sample role outlines.
- Be mindful of limitations such as course deadlines and transport.

Retention

- Ensure you undertake a full induction for your student volunteers to explain the role, requirements and support on offer, such as mentoring or training opportunities. Visit www.volunteering.org.uk/resources/goodpracticebank/Core+Themes/recruitment/volunteerinductions for further information on volunteer inductions.
- Ensure volunteers know who to speak to if they have any problems or issues.
- Respect volunteers' time by using it effectively.
- Ask volunteers and placements for feedback to constantly monitor quality.
- Reimburse out-of-pocket expenses where possible, but make students aware that there may be a limit for these.

Reward and Recognition

- Always say thank you!
- Give priority to volunteers to attend coaching and other development courses.
- Ask your CSP about governing body of sport or regional recognition schemes and awards, and make sure you nominate outstanding volunteers and let them know you've nominated them!
- Raise volunteers' profile via websites, social media, blogs and case studies that are promoted far and wide.



FE college sports volunteering case study

Several FE colleges have now developed successful volunteering programmes and opportunities. Below is a case study from Queen Elizabeth Sixth Form College that might give you some ideas you may wish to replicate in your own college:

Queen Elizabeth Sixth Form College, Darlington – Student Management Team

What is different about this delivery?

Queen Elizabeth Sixth Form College has taken a different approach to sports volunteering by setting up a student sports management team. The majority of students have a full programme of advanced level courses, with limited time available while at college. Academic standards are high at the college, but staff really wanted to increase the sports provision. The desire was to empower students to take more ownership of their college sport so the first initiative was to set up the student management team, to assist staff with the running of sport in the college.

How did the college develop this approach?

The college was selected as a Football Focus College by The Football Association (The FA) and the British Colleges Sport (BCS) programme. As part of this, college staff chose to focus on leadership and volunteering as their flagship area of work. Further support was provided by Durham FA, and a partnership was formed with their leadership programme. The staff set up the student management team with football being the focus for the first year. The team had targets for the year, held regular meetings, learnt about agendas, minutes, and completed appraisals.

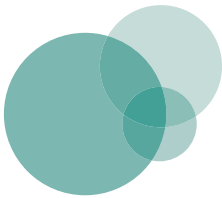
One focus for the team was to deliver futsal lunchtime leagues in the college and then promote them throughout the year. Team members also led futsal coaching sessions in local partner schools and a futsal club was set up in partnership with Darlington Spraire Lads & Lasses FC, on Monday evenings.

Links were also developed with local schools and clubs to provide placements for volunteers. For example, the partnership with local club Darlington Spraire Lads & Lasses FC led to them involving the college's student volunteers as coaches of junior teams, which developed into a structured system with three steps:

- Step 1 – A student expresses an interest in volunteering and is signposted to club training sessions to help out. He/she also meets the club secretary, who assesses the volunteer's needs and makes him/her feel welcome.
- Step 2 – Following this initial period of helping out, if the volunteer wishes to continue and develop, he/she will be introduced to a team to which he/she will become one of the assistant coaches and will be given some responsibility for coaching the team.
- Step 3 – When the volunteer has shown the necessary commitment and reliability, he/she may be asked to officially become one of the coaches or manager of the team and given further responsibility for coaching, matches and administration. This is likely to be in the student's second year of volunteering, and only when he/she is truly ready.

Evidence of success

- Over 70 students enrolled on student management teams in 2009–2010 and 2010–2011.
- Various Durham FA Young Leader workshops were hosted at the college, sometimes run by the students.
- Over 50 students have attended Durham FA Leadership Camp in the past three years.
- Two students were selected to attend the FA National Camp.
- Four students were selected to volunteer at the Football Blind World Cup 2010.
- Forty students attended QE Leadership Camp.



“Coaching the girls’ under-10s team has been awesome! Being given responsibility to coach my own team was a bit intimidating at first and I had to rise to the challenge. I’m now at university but still go back and see the girls! I hope the experience will help me develop a career in sport.
Hannah Marshall, former student”

Why is it working?

The college staff are really committed to making it work. They truly believe in volunteering and manage the programme in their spare time. The programme is very student-led in every way – students provide the ideas and then take ownership of them, driving and managing their own projects. By empowering the students in this way, they feel part of the programme and are developing many life skills along the way, such as teamwork, leadership and communication. The students have really grasped the opportunities available and thrived on the responsibility and involvement they have been given.

There is also a real sense of sustainability; for example, the existing team members are involved in the selection process for team members for the following year. A former student, Hannah Marshall, was involved in the programme while she was at Queen Elizabeth, and she was selected as a BCS National Ambassador. She has now gone to university but regularly visits the college to pass on her skills and experience to new student volunteers.

What is the college doing to make it work even better?

The programme is being expanded to include more sports, and the quality of the programme is being developed; for example, a coaches’ group has been set up for students who are coaching in clubs in their community – across all sports. This group meets every holiday for a one-day workshop, which aims to help these student coaches improve and also gives

them the time to reflect. The college is also investigating the possibility of funding opportunities that may be available to support such initiatives in the future, as well as supporting students to develop their qualifications and awards.

For more information, contact Mark Scott at MSCOTT@quliz.ac.uk

Programmes to support volunteering opportunities

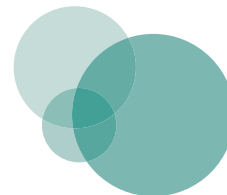


Places People Play is a £135million initiative that has been made possible by the government’s National Lottery reforms and will bring additional funding into grass-roots sport. It will be delivered by Sport England, in partnership with the British Olympic Association, the British Paralympic Association and with the support of the London Organising Committee of the Olympic Games. It will bring the inspiration and magic of a home Olympic and Paralympic Games into the heart of local communities, encouraging more people to get involved in sport.

To find out more about the following programmes – Sport Makers and Sportivate – in your area, the first stop should be to get in contact with your CSP to learn how to get involved and understand local timescales for planning and delivery.



The Sport Makers programme is part of the People strand of Sport England’s Mass Participation Legacy programme Places People Play. This project will use the inspirational pull of The London 2012 Olympic and Paralympic Games to recruit, train and deploy 40,000 new sports volunteers aged 16 years and over to make sport happen across the country.



Volunteers will have a positive and inspiring introduction to the world of sport volunteering via a series of workshops delivered locally by a training provider and in conjunction with a CSP. Sport England anticipates that many will continue to give their time, further increasing sport participation long after the 2012 Games.

Sport Makers will be fully inclusive and target participants including people who have a disability, both males and females, and participants from black and minority ethnic (BME) groups.

Colleges and universities could play a significant role in Sport Makers as the programme is aimed at volunteers aged 16 years and over, and increasing participation opportunities for the same age group. Working with your local CSP, the two main ways that FE and higher education (HE) could be involved in the programme are:

- 1 Provide volunteering deployment opportunities in and around your college or university for new Sport Makers and post these on the CSP's system.
- 2 Encourage students and staff who have not volunteered in sport before to become a Sport Maker. This would be a great way to hook them in to sports volunteering, using the inspiration of the London 2012 Games. Consider how you could link your Sport Makers into other 2012 initiatives in and around your college or university, to help promote sport and volunteering more widely.

Sportivate

Sportivate will give participants aged between 14 and 25 the chance to receive six (to eight) weeks of coaching in a sport of their choice. It is part of the Play strand of Places People Play, and it will be delivered through the network of 49 CSPs working with a range of local partners. It is aimed at those who are not currently choosing to participate in sport in their own time, or are doing so for a very limited amount of time, and will support them to continue playing sport in their community after the six weeks is up. During the six weeks, a participant may work towards an event or personal challenge.

One of the outcomes of Sportivate will be the creation of more opportunities for the growth and deployment of coaches and volunteers, which could include a wide variety of roles. Working with your local CSP, colleges and universities are likely to play a significant role in Sportivate because of the 14–25-year-old age range.

Where can you get more advice and support?

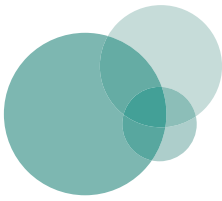
CSPs

There are 49 CSPs covering England. They are local networks of local authorities, governing bodies of sport, clubs, schools and school sport partnerships (SSPs), primary care trusts and other local agencies committed to working together to increase participation in sport and physical activity.

Your CSP may be able to offer you support in providing volunteering opportunities for your students by helping to broker volunteering placements, link with governing bodies of sport at a local level, and coordinate volunteer training courses and qualifications, signposting to local wider volunteer management support and through Sportivate and Sport Makers as above:

www.cspnetwork.org/en/your_csp/





Governing bodies of sport

Talk to your local CSP to find out how governing bodies of sport could help to provide training, coaching qualifications and volunteering placements for students in community clubs, and a workforce from community clubs for college sports activities and events. This could benefit your college by providing more qualified coaches and officials and more volunteers to help support college sports provision. High profile governing body of sport events may also be offered within existing sports volunteering programmes as a reward for voluntary hours, therefore raising the profile of student volunteering.

The Sport England Small Grants Programme

The Sport England Small Grants Programme uses Lottery funding to make awards of between £300 and £10,000 to not-for-profit organisations to deliver new community projects to either grow or sustain participation in sport or to support talent development:

www.sportengland.org/funding/small_grants.aspx

Further opportunities and useful information

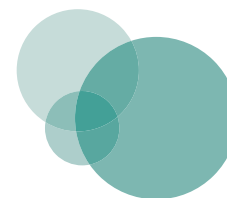
British Colleges Sport (BCS) has the following volunteering opportunities for FE students:

- BCS National Leadership Apprenticeships – intensive year-long apprenticeship programme, including involvement in the national student management team and an international programme in India
- BCS National Ambassador programme – this aims to inspire young people to ‘get involved’, tackle negative perceptions of young people by providing high profile examples of the positive contribution young people can make, and provide opportunities available to young people to learn and develop their skills in the right environment
- BCS National Event Volunteers – involved in providing the workforce for BCS national and other high profile sporting events, and acting as role models for new event volunteers.

For more information, visit:

www.britishcollegessport.org

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The **National Union of Students (NUS)** is the national voice of seven million students across the UK. To ensure students can make the most of the London 2012 Games, the NUS has developed 'Student Ambassadors: Be a Champion', an innovative new project, funded by Coca-Cola and the Higher Education Funding Council for England (HEFCE), and inspired by the 2012 Games.

Student Ambassadors: Be a Champion will recruit and deploy at least 100 student ambassadors who will join a network of students and students' unions across the country who will be trained, through a bespoke regional training programme, and supported on ways to engage with the 2012 Games. The project will include an online portal – <http://london2012.nus.org.uk> – to enable students to find out all the different ways they can engage with the 2012 Games.

The **Child Protection in Sport Unit (CPSU)** is a partnership between the NSPCC and Sport England. Its mission is to build the capacity of sport to safeguard children and young people in and through sport and to enable sports organisations to lead the way in keeping children safe from harm. The CPSU aims to provide sports organisations with information and advice on safeguarding issues, coordinate the production of safeguarding information and training, support the coordination of research and evidence in child protection in sport, and develop and promote standards for safeguarding and protecting children in the sports sector: www.thecpsu.org.uk

Youth Sport Trust (YST) is an independent charity and development agency for physical education and school sport, and has worked with schools, SSPs, FE colleges, local authorities and other partners to achieve its mission of building a brighter future for young people through physical education and sport. Sports leadership for 14–19-year-olds has been a key focus for YST. Moving forwards, it will continue to advocate the use of leadership in schools and FE colleges through physical education and sport, but will have a greater focus on ensuring there is a pathway for a more diverse group of young people to volunteer in the education setting, and into the community: www.youthsporttrust.org

runningsports – created and funded by Sport England, **runningsports** supports sports volunteers and the people who manage them and does everything it can to ensure clubs not only survive, but also grow and thrive: www.runningsports.org

SkillsActive is the Sector Skills Council for Active Leisure, Learning and Well-being. You can find out more about the skills, qualifications and training people need to work and volunteer in sport here: www.skillsactive.com

You can also use their interactive careers website which contains information on job profiles, case studies and employers: www.skillsactive.com/careers

sports coach UK is the central agency for coaching, supporting other partners at a national, regional and local level to recruit, develop and retain the sports coaches needed to achieve their goals. It provides a central UK source of coaching expertise, drives cross-sport coaching initiatives, promotes good practice and develops coach education and support services. **sports coach UK** also creates partnerships with HE and FE in order to share research and best practice in coaching excellence: www.sportcoachuk.org

StreetGames is the only national charity dedicated to developing sport with disadvantaged communities and making sport accessible to young people, regardless of their social circumstances. **StreetGames** helps individuals develop their sports and leadership skills through participation and volunteering, fulfil their ambitions and help bring communities closer together via sport. The Co-operative **StreetGames** Young Volunteers programme is delivered to help local projects develop volunteering opportunities and enhance the quality of the opportunities on offer to young people in the community. **StreetGames** is keen to develop this programme within HE and FE institutions to help enhance their offers to students: www.streetgames.org/www/volunteering

Volunteering England is an independent charity and membership organisation committed to supporting, enabling and celebrating volunteering in all its diversity. Its work links policy, research, innovation, good practice and programme management in the involvement of volunteers. It has a diverse membership drawn from the public, private, voluntary and community sectors. Its dedicated Infrastructure Team works with the FE and HE sectors to strengthen student volunteering, as well as supporting Volunteer Centres, business and local support services for sports. To find out more, visit: www.volunteering.org.uk

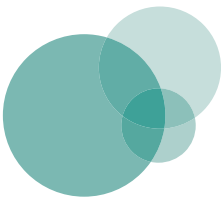


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Volunteer Centres are local organisations providing support and expertise within the local community to potential volunteers, existing volunteers and organisations that involve volunteers. Volunteer Centres are often a good place to start looking for volunteering opportunities in the local area. They can find out what you are interested in doing and try to match you with a suitable volunteering role with a local charity or voluntary organisation. Find your local Volunteer Centre here:

www.volunteering.org.uk/WhatWeDo/Local+and+Regional/VolunteerCentreFinderGoogle.htm

Sports Leaders UK is a charity and awarding body delivering sports leadership awards and qualifications to 200,000 people a year through schools, colleges, universities, local authorities, prisons and community groups. Sports Leaders UK awards and qualifications enhance academic study programmes, enabling students in both FE and HE to develop and demonstrate skills that go beyond leading sport. In the current competitive employment market, it is now more important than ever for students to demonstrate what they can do beyond academic qualifications. Across the UK, Sports Leaders help to instil an important link between colleges and local communities, with volunteering in a wide variety of settings. The Level 3 Certificate in Higher Sports Leadership also has UCAS points to enhance any university application. To find out more, see <http://sportsleaders.org>

Do-it aims to make volunteering easy. Its database connects people, communities and organisations to inspire positive social change. Searchable by postcode, area of interest or type of activity, Do-it matches potential volunteers with local opportunities in whatever activity interests them. With over 1.6 million searches a month and one volunteer application every minute, Do-it is the one-stop shop for volunteering. Do-it is run by the registered charity YouthNet. There are lots of ways you can advertise your opportunities on Do-it. To find out more, contact: <http://do-it.org.uk/partnerships@youthnet.org>

v – the national young volunteers service, is an independent charity dedicated to helping young people volunteer in ways that matter to them. Since its launch in May 2006, v has worked with over 500 charities and community organisations to create over one million youth volunteering opportunities. Their website makes it easy for young people to find information about volunteering opportunities: <http://vinspired.com>

Workers in Student Community Volunteering (WiSCV) is a support network for anyone working in front-line community volunteering projects in FE or HE. The network encompasses both front-line student volunteer workers and those working with staff volunteers in FE and HE, as a networking forum: www.wiscv.org

Acknowledgements

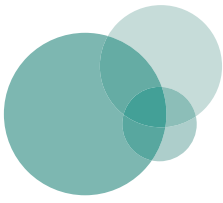
This resource has been developed in partnership with Sport England's Higher and Further Education Team and British Colleges Sport.

Thanks also to:

Child Protection in Sport Unit
County Sports Partnership Network
NUS
Queen Elizabeth Sixth Form College
SkillsActive
sports coach UK
Sports Leaders UK
StreetGames
Volunteering England
YouthNet
Youth Sport Trust.

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