



PEOPLE AND OPERATIONS

Volunteer Management Policy

ADOPTED BY THE BOARD OF DIRECTORS

November 19, 2024

ORGANIZATION

Foosball Clubs USA Inc., a 501(c)(3) nonprofit

This is the adopted version of this policy. Find every FCUSA policy at
foosballclubsusa.com/policies. Questions are welcome at
admin@foosballclubsusa.com.

Foosball Clubs USA Inc.

Volunteer Management Policy

1. Purpose

The purpose of this policy is to establish guidelines for the recruitment, management, and support of volunteers at Foosball Clubs USA Inc. This policy ensures that volunteers are effectively integrated into the organization and that their contributions are recognized and valued.

2. Scope

This policy applies to all volunteers and individuals involved in the management of volunteers at Foosball Clubs USA Inc.

3. Policy Statement

Foosball Clubs USA Inc. is committed to engaging volunteers in meaningful and rewarding activities that support the organization's mission and goals. The organization will provide a supportive environment for volunteers and ensure that they have the resources and guidance needed to succeed.

4. Volunteer Recruitment and Selection

- **Recruitment:** Volunteers will be recruited through various channels, including the organization's website, social media, community events, and partnerships with other organizations. Recruitment efforts will focus on attracting diverse individuals with the skills and passion needed to support the organization's activities.
- **Application Process:** Interested individuals must complete a volunteer application form. The application will include information about the volunteer's background, skills, availability, and areas of interest.
- **Screening and Selection:** All potential volunteers will undergo a screening process, which may include interviews, reference checks, and background checks, to ensure they are suitable for their roles.

5. Volunteer Orientation and Training

- **Orientation:** All new volunteers will participate in an orientation session to introduce them to the organization, its mission, policies, and procedures. The orientation will also cover the specific roles and responsibilities of volunteers.

- **Training:** Volunteers will receive training relevant to their roles, including any necessary skills and knowledge to perform their tasks effectively. Ongoing training opportunities will be provided to support the professional development of volunteers.

6. Roles and Responsibilities

- **Volunteer Roles:** Volunteers will be assigned roles based on their skills, interests, and availability. Clear role descriptions will be provided to outline the expectations and responsibilities of each volunteer position.
- **Supervision:** Volunteers will be assigned a supervisor who will provide guidance, support, and feedback. Regular check-ins will be conducted to ensure that volunteers are comfortable and effective in their roles.
- **Code of Conduct:** Volunteers are expected to adhere to the organization's Code of Conduct and all other relevant policies. Volunteers must conduct themselves with professionalism, respect, and integrity at all times.

7. Recognition and Appreciation

- **Acknowledgment:** The organization will recognize and appreciate the contributions of volunteers through various means, including thank-you letters, certificates, awards, and public acknowledgment at events.
- **Volunteer Appreciation Events:** Regular events will be organized to celebrate and show appreciation for volunteers. These events provide an opportunity to recognize outstanding contributions and foster a sense of community among volunteers.

8. Volunteer Benefits

- **Skill Development:** Volunteers will have the opportunity to develop new skills and gain valuable experience through their volunteer work.
- **Networking:** Volunteering provides opportunities to meet new people, build relationships, and expand professional networks.
- **Personal Fulfillment:** Volunteers can derive personal satisfaction from making a positive impact and contributing to the organization's mission.

9. Volunteer Feedback and Evaluation

- **Feedback:** Volunteers will be encouraged to provide feedback on their experiences and suggest improvements. Regular surveys and feedback sessions will be conducted to gather input from volunteers.

- **Evaluation:** The performance and contributions of volunteers will be evaluated periodically. Constructive feedback will be provided to help volunteers improve and grow in their roles.

10. Volunteer Records and Confidentiality

- **Record Keeping:** Accurate and up-to-date records of volunteer applications, training, assignments, and evaluations will be maintained.
- **Confidentiality:** The personal information of volunteers will be kept confidential and will only be accessible to authorized personnel. Volunteers must also respect the confidentiality of any sensitive information they encounter in their roles.

11. Volunteer Policies and Procedures

- **Policy Development:** Clear policies and procedures for volunteer management will be developed, documented, and communicated to all volunteers.
- **Policy Review:** Volunteer policies and procedures will be reviewed annually and updated as necessary to reflect changes in laws, organizational policies, or best practices.

12. Health and Safety

- **Safety Guidelines:** Volunteers will be provided with safety guidelines and training to ensure their well-being while performing their tasks.
- **Accident and Incident Reporting:** Any accidents or incidents involving volunteers must be reported immediately to the supervisor or the designated Health and Safety Officer. An investigation will be conducted, and appropriate actions will be taken to prevent future occurrences.

13. Conflict Resolution

- **Resolution Process:** Any conflicts or grievances involving volunteers will be addressed promptly and fairly. A clear process for resolving conflicts will be established, and volunteers will be informed of this process.
- **Support and Mediation:** The organization will provide support and mediation to help resolve conflicts and ensure a positive and collaborative volunteer environment.

14. Review and Revision

This Volunteer Management Policy will be reviewed annually to ensure its effectiveness and relevance. Updates and revisions will be made as necessary to reflect changes in laws, organizational policies, or best practices.

15. Conclusion

Foosball Clubs USA Inc. values the contributions of its volunteers and is dedicated to providing a supportive and rewarding volunteer experience. By adhering to this Volunteer Management Policy, the organization ensures that volunteers are effectively engaged and recognized for their efforts.