



Club information leaflet

“Volunteering is great, you get to know lots of people with the same interests.”

The Football Workforce has designed a club information leaflet that aims to tell potential volunteers about the club, the jobs that need to be done, who to contact if they can help and to encourage them to provide you with some contact details to follow up.

People like to be asked, and it’s how most volunteers became involved.

Remember that if you are recruiting volunteers to work directly with children (those under 18), you need to ensure you follow responsible recruitment procedures. This includes the taking up of at least two current references, having an interview or meeting and ensuring that they complete an FA CRB check. For more information, speak with your Club Welfare Officer and visit [TheFA.com/footballsafefirst](https://www.thefa.com/footballsafefirst) to view the Responsible Recruitment downloads.

Adapt the layout to create your own information leaflet and use it to break the ice with your potential volunteers.

Think about the range of different jobs; people may only have an hour or so each week to offer, but is there still some way in which they can help?

Sell the benefits of becoming involved as a volunteer – making friends, helping the team to success, being part of a successful team, being valued, even for the smallest contribution.

- Other things to think about include:
- What other information do you think potential volunteers might need?
 - How will you follow up an offer of help from a new or potential volunteer?
 - How will you record the information received from new or potential volunteers?

A simple list of who is out there, when they can help, what are they interested in doing and you have a volunteer database.

You could also distribute the leaflets in schools, colleges and the local volunteer bureau, and if you can’t produce a leaflet, why not make similar information available with posters placed on your notice-board or even on your website?

Please complete this form and return to:
(insert name / address / postcode here)

Name:

Address:

..... Postcode:

Tel (home): Tel (mobile):

Email:

I am particularly interested in helping out with:

.....

I can give hours per week / month

I am available (please tick as appropriate):

☐ Anytime ☐ Evenings ☐ Daytimes ☐ Occasionally

☐ Mondays ☐ Tuesdays ☐ Wednesdays ☐ Thursdays ☐ Friday

☐ Saturdays ☐ Sundays

Thank you! leaflet

get involved...
you’ll gain more than you give!
and help out your local club in the process

(Insert club name here)

(Insert your club emblem / motif or a suitable picture here
Alternatively design a cover of your own)

Volunteering Opportunities

Back Inside front

Welcome to (insert club name here)

Our club exists to promote football for all players, whatever their age, whatever standard, boys, girls, women and men are welcome, whatever your background! You don't even have to play the game! Mums, dads, grandmas, grandads and partners are very welcome as supporters and have a valuable role to play in making the club a success.

We are based at the Bridge Road Playing Fields, where we share a clubhouse with the local Cricket Club.

Our programme includes:

- Mini soccer for boys and girls under ten years of age;
- An extensive programme of football for girls and women, wither for fun or competitive football in local leagues; age ranges are from 11 to 60+;
- Boys' and men's football;
- Age group teams playing in local leagues; coaching sessions for these teams run at the club on three nights each week;
- We also run a great social programme which can involve all members of the family.

The notice board in the main entrance at the clubhouse shows the full programme offered by the club. You'll be amazed when you see what we have to offer!

Willing helpers are never turned away!

The club is run entirely by members on a voluntary basis, and we are always looking for more people to help. Even if you can only give one hour a week, we'll make sure we make good use of your time and skills.

Many hands make light work

We realise just how precious time can be, and we won't pressure you into taking on more than you can manage.

These are just a few of the jobs that members can do:

- Marking the pitches;
- Looking after the kit;
- Producing posters;
- Writing press releases and reports;
- Organising social events;
- Cooking at the BBQ;
- Collecting match fees;
- Selling raffle tickets;
- Coaching, or helping coaches at training sessions;
- Arranging transport;
- Arranging fixtures;
- First Aiders.

Helping out is a great way to get to know people and to contribute to the club's development and you don't necessarily need to know everything about football!

So, don't stay in the car whilst your child is enjoying the football – come and get involved, there's plenty to do! There's more than one way to support your footballer!

How to get involved:

The Club Volunteer Coordinators are (insert names here), who can be contacted on (insert telephone numbers / email addresses here).

Or you can find them at the club every Saturday morning and at evening sessions on Tuesdays and Thursdays. (Insert names here) will be pleased to meet you, tell you more about the club, and try to match any time that you have available with a job that you will enjoy! Please get in touch with them direct, or introduce yourself next time you're at the club - they'll make you very welcome.

Keep an eye on the notice board

This is where you'll see advertisements for any voluntary jobs that need filling, and appeals for help for one-off events such as the mini soccer festival or the Christmas party.

To get involved, fill in the form on the reverse of this leaflet and we'll get in touch with you

You too can be part of the club...
Get involved as a volunteer
We're waiting To hear from you!