

Breaking Volunteer Roles into Tasks



For some people, the idea of volunteering at a sports club or group may feel daunting, as it can seem like a lot to take on. However, breaking down traditional volunteer roles into individual tasks can enable your club/organisation to identify where responsibilities that might traditionally fall to one volunteer could be performed by more than one person.

Remember, the smaller the ask, the less daunting the task! For example, a parent might want to coach but doesn't have the time to undertake the qualifications needed – could they support the coaching session by managing the setting up and clearing away of equipment and leading the warm up?



Similarly, you may have a member/participant that is interested in getting involved but not to the extent of being the Team Captain. Could they be tasked with writing match reports, organising social arrangements or arranging match officials?



Breaking down roles into tasks not only enables you to get more people involved in your club/organisation in different capacities, but it can support your existing volunteers by easing their workload and avoiding burn out.

Check out the tables on the next page for examples of how Coach/Session Leader and Team Captain roles can be broken down into tasks. You'll see there is already some overlap, where two different roles can support each other! We recommend using these to help you consider how other volunteer roles can be broken down in a way that encourages more people to help out.



Coach/Session Leader and Team Captain: Breaking down Roles into Tasks

Role: Coach/Session Leader

Before Sessions or Fixtures	Opening the club/group's facility / finalising onsite arrangements with fixture host
	Setting up the session e.g. putting out cones, arranging equipment
	Ensuring first aid is on site
	Meeting and greeting members/participants as they arrive
During Sessions or Fixtures	Taking a register of attendees
	Taking the warm up
	Coaching or leading the session / providing support during fixture
After Sessions or Fixtures	Clearing away equipment etc.
	Closing the club/group's facility
Outside of Sessions or Fixtures	Parent / participant liaison
	Collecting subs/match fees
	General fixture liaison
	Liaison with other team coaches/session leaders
	Transport arrangements
	Liaising with officials

Role: Team Captain

Before Sessions or Fixtures	Setting up the session e.g. putting out cones, arranging equipment
	Ensuring first aid is on site
During Sessions or Fixtures	Taking the warm up
	Team talk before/during fixtures
After Sessions or Fixtures	Filing fixture results
	Writing match reports
Outside of Sessions or Fixtures	Liaison with coaches / session leaders / other teams
	Parent / participant liaison
	Engagement with facility provider / staff / volunteers
	Team selection
	Social arrangements
	Collecting subs/match fees
Liaising with officials	

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