

SGA VOLUNTEER MANAGEMENT POLICY

Purpose:

1. To identify, recruit, train and reward a strong body of willing volunteers to support the ongoing Singapore Golf Association (SGA) tournaments and build a pipeline of future volunteer leaders.
2. Definition of “Volunteer” – A “volunteer” is anyone who without compensation or expectation of compensation beyond reimbursement performs a task at the direction of and on behalf of SGA.
3. Objectives – Establish a database of active volunteers. A pool of potential volunteers will be recruited upon confirmation on their interest in assisting on tournaments.
4. Volunteer Recruitment and Expectations of Volunteers

a. List of Volunteers

The SGA will organise tournaments throughout the calendar year. With the large number of participants, volunteers will be required to assist on the admin/logistics as well as stationary/mobile live scorers.

b. Volunteer Training

Training will be provided to all volunteers once they have been confirmed on the respective role appointed. Volunteers may have to attend a briefing/training session prior to the tournament on their role/s. The briefing/training session will last approximately half a day.

c. Substitution

Volunteers may be encouraged to find a substitute if said volunteer might be unavailable to volunteer.

d. Conflict of Interest

No person who has a conflict of interest shall be accepted as a volunteer of the event.

e. Promoting Volunteering

Promote awareness of volunteer opportunities. With every imminent tournament approaching, SGA will put out a notice on Whatsapp chat group that will be created especially for the event, indicating the number of volunteers required and the roles involved.

5. Deployment of Volunteers

Recruit and deploy volunteers, based on different requirements, and ensure they are retained and remain interested in volunteering their services to SGA.

a. Volunteer Communication

Volunteers will be put into a Whatsapp group chat when accepted as a volunteer for a specific tournament.

b. Resignation

Volunteers may resign from their volunteer service with SGA at any time. It is requested that volunteers who intend to resign provide advance notice of their departure. (Reason of their decision)

6. Rewards

Reward volunteers for their services, make them feel their time was sacrificed for worthwhile endeavours and that it was appreciated by SGA. Benefits such as the following may be considered for all volunteers:

- Appreciation Lunch/Dinner
- Apparels/caps for volunteering
- Meals during volunteering days