

VOLUNTEER RECOGNITION AND APPRECIATION PROGRAM



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Ontario Basketball and NOTHERS Recognition and Appreciation Program

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Ontario Basketball and NOTHERS Recognition and Appreciation Program

Recognition and Appreciation Program

Your Ontario Basketball Club depends heavily on the support of players, coaches and volunteers for a successful operation. *Your Club* is committed to creating a **Recognition and Appreciation Program** that will be a very important aspect of maintaining a high-quality volunteer base.

Recognition is viewed as more than a once a year gathering or social event; it is an ongoing process. In support of this philosophy, a program has been developed to recognize the energies, skills and commitment expended by our players, coaches and volunteers in acknowledgement of the following principles:

- Recognition of our coaches, players and volunteers is a continuous and diverse activity.
- Recognition is a momentum of the year's accomplishments
- Recognition reinforces that the recipient is a person, not a statistic.
- Recognition is the provision of a support system which will ensure meaningful and appropriate work assignments and achievements.
- Recognition will create an atmosphere in which, competition, innovation and commitment are encouraged.
- Recognition is showing each player, coach & volunteer that their contribution is of value.
- Recognition is saying Congratulations or "Thank You."

POLICY

The **organization** will, whenever possible, praise and encourage the vital contribution of our stakeholders. Competition is rewarded by the various levels of awards provided. Their service is invaluable for without the help of volunteers we could not fulfill our mission. A recognition and achievement program is essential to acknowledge the energies, skills and commitment expended by our stakeholders.

PROGRAM COMMENCEMENT

For record keeping purposes, this program will begin as of _____.

COMMITTEE

Formation of a Recognition Committee as a standing committee will sustain enthusiasm and expediency in the management of each year's Recognition & Appreciation Program.

BUDGET

- Players Mementos \$5.00 to \$10.00 per year
- Players competitions, League Champions, Playoffs Champions and Finalists \$7.50 to \$12.00 per award category
- Sponsorship Award \$15.00 to \$25.00 per year
- Volunteers Awards \$10.00 per year
- Board Members \$20.00 per year

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POTENTIAL AWARDS AND RECOGNITION EVENTS

The Recognition & Achievement Program is comprised of the following levels:

- ✓ Mementos
- ✓ Competitions
- ✓ Tournaments
- ✓ Festivals
- ✓ Internal Communication (newsletter)
- ✓ Community Recognition (Press Release, Social Media: FB, Twitter, Instagram)
- ✓ Length of Service Awards
 - ✓ Service Anniversary Awards
 - ✓ Service Mementoes
- ✓ Achievement Awards
- ✓ Meritorious Service Awards

AWARD AND RECOGNITION DEVICES

- Notes – “Thank you” and Christmas Cards
- Letters – signed by staff, executives, and/or board members
- Service Anniversary Awards pins/pens (values range up to \$10)
- Mementos (values range from \$7- \$10)
- Awards, Medals or Trophies \$7.50 to \$15.00
- Plaques or glass awards * (values range up to \$75)
- Special Awards* - plaques with logo, crystal awards, etc.
- Sponsor Recognition \$10 to \$20 per year

**Plaques, Glass and Special Awards are most appropriate when used discriminately*

SAMPLE PROGRAM FOR CONSIDERATION

1. INTERNAL COMMUNICATION

The process of keeping members well informed of events and changes occurring within **the Club** is motivational. The organization will use the newsletter to acknowledge achievements of teams, players, coaches and volunteer efforts, as well as “Thank you” notes for significant achievements, etc. These things will help to create and sustain the feeling of stakeholder’s value.

2. COMMUNITY RECOGNITION

This type of recognition occurs through promotion of programs offered by the organization. It is a means of helping the community to understand and /or recognize the importance of volunteers to your organization, and it also shows the volunteers that they are vital to our programs.

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NATIONAL VOLUNTEER WEEK provides an excellent opportunity to provide community recognition of volunteers during the ***last week of April***. An advertisement naming the board and others involved in the organization will be placed in Local and Social Media.

Consideration is given to a Media Press Release for volunteers whose service has been outstanding and resulted in a Meritorious Service Award to acknowledge him/her in a special fashion.

3. LENGTH OF SERVICE AWARD

Service Anniversary Awards and Service Mementos are given to honour those volunteers who participated in the organization and encompassing first-time volunteers and long-time service volunteers.

- Mementos are used to express “Thank you” to all volunteers for their energetic service and dedication to the organization.

YEARS OF SERVICE	MEMENTO VALUE	YEARS OF SERVICE	MEMENTO VALUE
1	A	11	C
2	A	12	C
3	A	13	C
4	A	14	C
5 Service Anniversary	Pin/Plaque (\$10.00)	15 Service Anniversary	Pin/Plaque (\$15.00)
6	B	16	D
7	B	17	D
8	B	18	D
9	B	19	D
10 Service Anniversary	Pin/Plaque (\$10.00)	20 Service Anniversary	Pin/Plaque (\$20.00)

- 5, 10, 15, and 20 years of service will be recognized at a special event.
- A general “Thank you” will appear in the newsletter.
- Board members will be provided with “Thank you” notes to accompany the package to make our volunteers aware that the task they perform is important!
- Service Awards are defined in the following chart:

Volunteer criteria – minimum of 10 hours of service within each year.

<u>Memento values:</u>	A	\$3.00 - \$5.00
	B	\$5.00 - \$7.00
	C	\$7.00 – \$9.00
	D	\$10.00 - \$12.00

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4. ACHIEVEMENT AWARDS

Achievement Awards are to honour those volunteers who have made a significant contribution to the goals of the **organization** in the areas of coaching, convenor, education, service and advocacy. These awards are designated to recognize excellence and to stimulate continuing achievement in these areas.

Basic criteria for the Achievement Awards relate to results accomplished, valued tasks completed, programs initiated and quality of performance.

Candidates for all achievement awards are nominated by members of the organization.

- Names of the persons recommended must be received by the Committee by the absolute deadline of _____.
- The Achievement Awards are presented by the president/ chairperson.
- Recipients will receive an invitation to the event/ meeting.
- Awards are broken down into Special, Distinguished & Outstanding categories:

Special awards are given to those who have made a significant contribution to the goals of the **organization** by the accomplishment of a substantial task or service.

Award: Plaque or Glass valued at \$40.00 (cost)

Distinguished awards are given to honour those who have previously been awarded the Special Achievement Award. Distinguished Achievement criteria are to recognize those who have continued to another project or have made significant innovations or improvements to existing programs.

Award: Plaque or Glass valued at \$55.00 (cost)

Outstanding awards are to honour those who have previously received the Distinguished Award. Outstanding Achievement criteria are exceptional accomplishments that advance of the goals of the organization and whose achievement has had a regional and national effect.

Award: Plaque or Glass valued at \$75.00 (cost)

5. MERITORIOUS SERVICE

This award is the most prestigious honour that the organization will bestow upon an individual for distinguished & devoted service to the **organization**. It is awarded to a volunteer whose personal activities and/or leadership and devotion to the affairs of the organization are considered exemplary by peers, staff, & board members.

- ✓ This award is not necessarily presented on an annual basis. Instead, the Recognition Committee will, from time to time, recommend to the Board of Directors the presentation of the award to an individual or individuals.
- ✓ No length of service will be required of these nominees.

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- ✓ Nominees will be submitted with a reason for the recommendation.
- ✓ The name of a person nominated must be received by the President.
- ✓ When a recipient(s) has been nominated and accepted by the board of directors, the awards is presented at the AGM / Banquet and an announcement will be made in the local media recognizing the achievement.

Award: Plaque or Glass award

PRESENTATION FORMAT

It is anticipated that not all volunteers will want to receive an award or memento and for this reason the following procedure is recommended.

Recipients of Service Anniversary Award pins/pens, Meritorious Service Awards, and Achievement awards will be invited to the **Banquet / AGM etc.** to receive their awards.

Service Mementos will be presented to those who attend the **Banquet / AGM etc.** Recipients of these can be determined by having all volunteers register as they arrive at the meeting. Those who do not attend will receive certificates by mail when the newsletter is sent out.

SAMPLE BUDGET OF ANNUAL AWARDS AND RECOGNITION PROGRAM AT YEAR 4 (with sample figures)

Assumes annual fundraising budget of	\$ _____
Number of attendees at annual meeting	_____
Service Anniversary Award recipients	20
Other award recipients	4
Mementos	60
Total	84

Example of budget allocation for Competitions and Volunteer

AWARD	ATTENDEES	COST OF AWARDS	TOTAL
Achievement Awards			
Special	1	\$75	
Outstanding	1	\$55	
Distinguished	1	\$40	
Meritorious Award	1	\$40	\$210.
Length of Service			
1-4 years at \$5.00	30	\$150	
5 years at \$10	20	\$200	
6-9 years at \$5	30	\$150	
10 year at \$10	None	0	
11-14 years at \$5	None	0	
15 years at \$15	None	0	
16-19 years at \$5	None	0	
20 years at \$20	None	0	\$500.

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Promo item (at 100 for event participants)	\$5.00	\$500.
Advertisement on website and in newsletter		\$.00
Total Cost		\$1210.00
Year-End Tournaments		

SPECIAL ACHIEVEMENT AWARD NOMINATION FORM

The Organization presents awards to honour volunteers who have made significant contributions.

Service Excellence Award

The Club Service Excellence Award recognizes a colleague or volunteer who, throughout their career, has demonstrated significant contribution and commitment to organization and has made significant contributions in support of Basketball. Recipients of this award are those who have provided leadership, great ideas and inspiration.

Basic criteria for the Achievement Award relate to results accomplished, valued tasks completed, programs initiated, and quality of performance.

SPECIAL ACHIEVEMENT AWARD

These awards are given to recognize those who have made significant contribution.

Emerging Talent Award

The Club Emerging Talent Award recognizes one Member within the first five years of the members' service in the association has demonstrated remarkable promise as future leaders in the association sector.

President's Award

The President's Award is granted at the discretion of the President to recognize and celebrate a Member who has gone above and beyond the call of duty

NOMINEE FORM:

Name of Nominee: _____
Address: _____
City: _____ Province: _____ Postal Code: _____

SUPPORTING INFORMATION

Please use the space provided here, (attach additional sheets if necessary) to outline the nominee's involvement with the **organization**. Special achievement should be documented here. Also, please include one letter of recommendation.

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NOMINATOR

Name of Nominator: _____

Address: _____

City: _____ Province: _____ Postal Code: _____

Telephone-home: _____ Business: _____

Date: _____

Deadline: All nominations must be received on or before **date**.

Submit to: **Chairperson, Volunteer Recognition Committee, Organization**

For Committee Use Only:

IMPLEMENTATION

Volunteer Recognition Committee Chairperson: _____

Signature: _____

Date: _____

NOMINATION FORM

The Organization presents awards to honour volunteers who have made significant contributions of talent, time or profile to the club activities for purposes of coaching education, service and advocacy. These awards are designed to recognize excellence and to stimulate continuing achievement in these areas.

Basic criteria for the Achievement Award relate to results accomplished, valued tasks completed, programs initiated, and quality of performance.

Other Categories to consider

- 1) **Referees Chosen** by the Referee Advisory Committee and given to one adult, one youth and one mini referee, this award recognizes commitment and outstanding achievement by referees.
- 2) **House League Coach of the Year**

House League Coach of the Year	Nominated by parents and other coaches, the House League Coach of the Year is chosen by the Technical Advisory Group and is awarded to one coach per age level in both the girls and boys divisions per season. The award recognizes exemplary commitment, communication, skill development and fair play.
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3) **Rep (Volunteer) Coach of the Year**

Rep (Volunteer) Coach of the Year	Chosen by the Technical Advisory Group, a volunteer coach who enforces and supports the club technical plan with his or her coaching style and who has shown increased improvement with his or her team through both player development and team performance. One award is chosen for coach of a female team and one award for coach of a male team.
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4) **Outstanding Youth Player Award**

Outstanding Youth Player Award	Chosen by the Technical Advisory Group, a female and male is chosen for the outstanding ability and continued development. This award gives strong weight to contributions at the regional, provincial and national levels.
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5) **Young Volunteer of the Year Award**

Young Volunteer of the Year Award	Chosen by Staff, given to a secondary school student (under 18) who has continually given their time above and beyond the accredited hours required for graduation. This award recognizes an individual who readily accepts any responsibilities assigned, is punctual and has a wonderful personality, accepts any responsibilities assigned, is punctual and has a wonderful personality.
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6) **Volunteer of the Year Award**

Volunteer of the Year Award	Chosen by Staff and given to an individual who has supported the club in various capacities throughout the year.
President's Award	Chosen by the club President, given to an individual who has continually given back to the club in various capacities for a minimum of 10 years. Originally known as the Sportsperson of the Year Award.

YEAR END TOURNAMENTS:



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	Style of Award	Total Awards	Price	Total Cost
Rookie Ball	Trophy	120	\$ 10.00	\$ 1,200.00
Tyke	Trophy	120	\$ 10.00	\$ 1,200.00
Peewee	Medallion	300	\$ 6.00	\$ 1,800.00
Bantam	Medallion	166	\$ 6.00	\$ 996.00
Midget	Memento	232	\$ 5.00	\$ 1,160.00
Coaches Award	FROV221PG	155	\$ 10.63	\$ 1,647.65
Sponsor Plaque	8x10 Plaque	50	\$ 15.00	\$ 750.00
Total 2019				\$ 8,753.65
Tournament #1				
Champions	Medallion (20 per division)	120	\$ 6.00	\$ 720.00
Finalists	Medallion (20 per division)	120	\$ 6.00	\$ 720.00
Mementos	Special awards Furthest throw	104	\$ 4.25	\$ 442.00
				\$ 1,882.00
Tournament #2				
Champions	Medallion (20 per division)	120	\$ 6.00	\$ 720.00
Finalists	Medallion (20 per division)	120	\$ 6.00	\$ 720.00
Mementos	Special awards Furthest throw	104	\$ 4.25	\$ 442.00
				\$ 1,882.00
		Total		\$ 12,517.65

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