

## **Volunteer of the Year Program – Processes and Protocols:**

Clubs and affiliated Leagues are to adhere to the following processes and protocols as part of the program when registering to be in it and submitting volunteers to be recorded on the Volunteer of the Year webpage.

1. Clubs are to register to be in the program via email to NRL SA.
2. Once registered, a NRL SA Oaks Hotels & Resorts Volunteer of the Year kit will be forwarded to you that will include the following items;
  - 20 Volunteer Certificates of Appreciation,
  - Volunteer of the Week Nomination forms which are to be submitted to the NRL SA for registration of the recognised volunteers on the website,
3. Clubs/ Affiliated Leagues are asked to identify up to 3 people each week who work in a voluntary capacity with their organisation and award them with a Certificate of Appreciation.
4. Volunteers who are recognised should be submitted on the appropriate form to the NRL SA for inclusion on the NRL SA Oaks Hotels & Resorts Volunteer of the Year Webpage and be eligible for selection as the NRL SA Oaks Hotels & Resorts Volunteer of the Week and also be in the running for the NRL SA Oaks Hotels & Resorts Volunteer of the Year.
5. Clubs and Affiliated Leagues are to be aware of issues which may surround some volunteers with registering their name on the website. Clubs/Affiliated Leagues are to gain approval from the volunteers for inclusion on the website prior to the submission of the names.
6. For further information please contact NRL SA via (08) 8244 4497 or [infos@nrl.com.au](mailto:infos@nrl.com.au) .