

5. WORKING SMARTER

IDEAS FOR EASING WORKLOAD – WORKING SMARTER

- ▶ **Booking systems** for shooting slots and competition
- ▶ **Splitting roles where possible**, e.g., creating more committee positions to lighten the workload of each role, or encourage sharing a Tournament Organiser (TO) role between 2-3 people
- ▶ If you can **help target volunteer roles** through identifying appropriate characteristics you can then have individuals doing small parts of roles which will lighten the workload of all roles. This will allow roles to be more desirable and reduce the workload of the 'main' role
- ▶ **Supporting volunteers** by offering them a variety of training and consider their wellbeing when asking them to take on tasks - volunteer fatigue is a real thing!
- ▶ Consider the **club-wide endorsement** of specific apps to ease roles, e.g. scoring apps to support Records Officers
- ▶ Develop a **library of best practices** that volunteers can have access to. Give a Tournament Officer a check list of things that need to be considered before every tournament ensures that newer volunteers have support and nothing is missed
- ▶ If you're preparing for a big event, hold **team planning sessions** to give people space to ask questions or air concerns

CASE STUDY

Woking Archery Club is normally open for shooting seven days a week. We wanted to keep our members safe during the pandemic so we decided to use the signupgenius.com booking system to control numbers and to know which members were down at the field at any given time.

This proved very successful as we could have 12 targets out at the required spacing ensuring proper social distancing. It also enables members to see who else is shooting they can join them to be more sociable.

It was so beneficial to our member's mental wellbeing that we continued to use this system.