



2025 Volunteer Appreciation Program

Updated Nov 4, 2025

Purpose

This policy outlines how the Russell Run Club recognizes and appreciates volunteers, including Group Leads, Event Volunteers, Volunteer Instructors, and other approved roles.

Guiding Principles

- Volunteers are vital to the club's success.
- Recognition will be fair, transparent, and proportionate to time contributed.
- Appreciation may include non-monetary perks, acknowledgments, and small tokens of thanks.

Requirements for Eligibility

- **Volunteers must hold a current membership in good standing.**
- Volunteers must complete any required orientation or training for their role.

Eligible Roles

- Group Run Leads
- Event Volunteers
- Assistant Instructors
- Other roles approved by the Board

Ineligible Roles

- Board of Directors (unless fulfilling a role outlined above)
- Race Director, Club Administrator, Group Run Coordinator and other officers*
- Positions receiving financial compensation.
- **Volunteers without a current club membership.**

*Appreciation for these roles shall be provided under a separate agreement as approved by the Board.

Recognition Tiers

| Annual Volunteer Hours | Recognition & Perks |
|------------------------|---|
| Up to 10 hours | Name listed on the club website and in the newsletter. |
| 11–24 hours | Above, plus a club swag item (e.g., hat or buff) or discount on club apparel. |
| 25–49 hours | Above, plus complimentary membership for the following year. |
| 50+ hours | All above, plus a custom club apparel item (e.g., jacket) and recognition at the AGM and on social media. |

Special Recognition

- **Volunteer of the Year:** Selected by the Board and/or nominated by members and recognized with a commemorative award.
- **Milestone Awards:** Acknowledgment for significant cumulative volunteer hours (e.g. 50, 100, 200, 500 hours).

Tracking and Reporting

- Hours are tracked by the Group Run Coordinator, the Race Director or the Head Coach and submitted to the Club Administrator.
- Hours must be logged and submitted by December 31 each year.
- Hours volunteered with parkrun are not included.
- Volunteers may request an update on their logged hours at any time.
- A year-end summary will be provided in December.

Redeeming Perks

Volunteers can redeem perks by contacting the Club Administrator. All perks must be claimed by March 31 of the following year.

Notes

- Perks are non-transferable and have no cash value.
- Volunteers may decline any perks if they prefer.
- The club reserves the right to adjust this policy based on budget and capacity.