



Discretionary Reward and Recognition Framework for Volunteer Contributions Policy

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UKPSA: Celebrating Service, Inspiring Impact

Introduction

Volunteers are the heartbeat of any sports charity. Their passion, time, and commitment enable the charity to fulfil its mission and to have a positive impact on the community. Recognising and rewarding volunteer contributions is vital in fostering sustained engagement, nurturing a sense of belonging, and encouraging the spirit of volunteerism. The following framework sets out a structured, transparent, and discretionary approach for the Trustee Board to acknowledge outstanding volunteer efforts through non-monetary rewards.

Purpose

This framework aims to:

- Encourage a culture of appreciation and recognition
- Motivate volunteers to continue and enhance their involvement
- Promote fairness and transparency in recognising exceptional contributions
- Align recognition with the charity's core values and strategic objectives
- Support volunteer retention and satisfaction
- Avoid interpretation of the scheme as a transactional process



Guiding Principles

- **Non-Monetary Recognition:** All rewards within this framework will be non-financial in nature, focusing on meaningful gestures and opportunities that reinforce appreciation.
- **Discretionary Authority:** The Trustee Board holds sole authority to recommend, review, and approve recognition awards, ensuring impartiality and alignment with organisational priorities.
- **Inclusivity:** Every volunteer, regardless of role or tenure, is eligible for recognition, provided their actions have made an extraordinary or sustained positive difference.
- **Transparency:** The nomination and decision-making processes will be communicated clearly to all stakeholders, and records of recognition outcomes will be maintained.
- **Diversity of Contribution:** The framework recognises not only direct service, but also leadership, innovation, advocacy, and support roles.

Eligibility Criteria

Volunteers may be considered for discretionary recognition if they meet one or more of the following:

- Demonstrated outstanding commitment or exceptional service beyond regular expectations
- Showcased innovation or initiative that significantly benefits the charity
- Acted as an exemplary role model, fostering teamwork and positive culture
- Made a long-term, sustained contribution that has shaped the charity's success
- Delivered notable impact within a specific project or event

Types of Non-Monetary Rewards

The Trustee Board may choose from a range of rewards, tailored to individual preferences and the context of each contribution. Some options include (but are not limited to):

- **Public Acknowledgement:** Featuring the volunteer in newsletters, annual reports, social media, or at charity events.
- **Certificates of Appreciation:** Personalised certificates highlighting the nature and value of the contribution.
- **Leadership or Development Opportunities:** Offering opportunities for skill development, training, or increased responsibility within the charity's operations.
- **Nomination for External Awards:** Putting forward volunteers for regional or national recognition schemes related to sport or volunteering.
- **Volunteer of the Month/Year Awards:** Commemorative awards for outstanding service within a defined period.
- **Personalised Thank-You Notes:** Handwritten notes from the Board or senior leaders expressing specific appreciation.



- Commemorative Items: Non-monetary tokens such as pins, badges, or plaques inscribed with the volunteer's name and contribution.
- Identifying merchandise: UKPSA Contributor shirts, caps, jackets or other items
- Spotlight Stories: Sharing the volunteer's story and achievements on the charity's platforms to inspire others.

Nominations and Selection Process

Step 1: Nominations

- Nominations may be submitted by any active UKPSA member, fellow volunteers, or members of the Trustee Board. Self-nomination is also permitted.
- Nominations should be made using a standard format, describing the actions and impact of the volunteer, and providing supporting evidence where appropriate.
- Nominees will be informed that awards in any case may have a choice to select something most meaningful, to then ensure the recipient values the gesture
- Nominations are accepted on a rolling basis, or at defined intervals (e.g., quarterly or annually).

Step 2: Review and Shortlisting

- All nominations are reviewed by a designated Recognition Panel, composed of selected Trustee Board members and, if appropriate, external advisors.
- The panel will assess nominations against the eligibility criteria and the overall impact of the contribution.

Step 3: Trustee Board Decision

- The Recognition Panel submits shortlisted candidates to the full Trustee Board for final decision. Deliberations are confidential and based on merit.
- The Board may choose to confer one or multiple forms of recognition, or postpone if further information is needed.

Step 4: Communication and Celebration

- Awardees are informed privately before any public announcement.
- Recognitions are celebrated through appropriate internal and public channels, with sensitivity to the volunteer's preferences.
- All recognitions are logged for records and future reference.

Frequency and Timing

Recognition may occur on the following occasions:

- At regular intervals (monthly, quarterly, annual ceremonies)



- In response to specific events or milestones (e.g., completion of major projects)
- During National Volunteer Week or similar awareness campaigns
- On an ad hoc basis for extraordinary acts

Ongoing Monitoring and Improvements

- Feedback from volunteers and stakeholders will be regularly sought to evaluate the effectiveness of the recognition framework.
- Adjustments may be made to ensure fairness, inclusivity, and contemporary relevance.
- The Trustee Board will review the framework annually and make improvements as required, informed by best practices in the charity sector.

Conclusion

A well-structured but straightforward framework for discretionary reward and recognition sends a powerful message: volunteer contributions are seen, valued, and celebrated. By empowering the Trustee Board to oversee this process, the charity demonstrates its commitment to both organisational excellence and the wellbeing of its volunteers. Through meaningful, non-monetary rewards, the charity strengthens its community, inspires continued service, and upholds the spirit that lies at the heart of every successful sports charity.

