



# Community Sport Volunteer Recruitment Email Templates

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## **Sportall Community Sport Resource Library**

*Practical tools designed to support grassroots sport organizations and volunteers.*

This resource provides simple email templates that community sport organizations can use to recruit volunteers. These templates can be adapted for your league, club, or recreation program.

### **Template 1 – General Volunteer Request**

Subject: Volunteers Needed to Support Our Upcoming Season

Hello everyone,

As we prepare for the upcoming season, we're looking for volunteers who can help support our teams and programs.

Community sport runs on the dedication of volunteers, and there are many ways to get involved.

Some of the roles we're currently looking to fill include:

- Coaches or assistant coaches
- Team managers
- Equipment coordinators
- Event or tournament helpers

If you're interested in helping — even in a small role — we would love to hear from you.

Please reply to this email or contact [Name] at [Email/Phone] to learn more.

Thank you for helping keep community sport strong.

Sincerely,

[Organization Name]



## Template 2 – Personal Invitation

Subject: Would You Be Interested in Helping This Season?

Hi [Name],

As we're planning for the upcoming season, we're reaching out to a few people who might be interested in helping with our program.

We're currently looking for volunteers to support roles such as coaching, team coordination, and event support.

If you might be interested, we'd be happy to talk through what the role involves and the expected time commitment.

Even helping in a small way can make a big difference for our athletes and families.

Let me know if you'd like to learn more.

Thanks again for being part of our community.

[Your Name]

[Organization Name]



### Template 3 – Short-Term Volunteer Opportunity

Subject: Help Needed for Our Upcoming Tournament

Hello everyone,

Our organization is hosting an upcoming tournament and we're looking for volunteers to help with a few short-term tasks.

Examples include:

- helping with registration tables
- supporting field or facility setup
- assisting with scheduling or score reporting

These roles typically require only a few hours and are a great way to support the program.

If you're available and willing to help, please contact [Name] at [Email/Phone].

Thank you for supporting community sport.

[Organization Name]



## **Template 4 – Volunteer Appreciation and Future Recruitment**

Subject: Thank You to Our Volunteers – and Opportunities to Get Involved

Hello everyone,

We would like to thank all of the volunteers who helped make this past season possible.

Our coaches, coordinators, and event helpers made an incredible impact on the experience of our athletes.

As we begin planning for next season, we are always looking for individuals who may be interested in volunteering.

If you'd like to learn more about how you can get involved, please reach out to us at [Email/Phone].

We welcome new volunteers and are happy to provide guidance and support for those getting started.

Thank you for helping build a strong community sport program.

[Organization Name]



## How to Use These Templates

1. Customize the templates with your organization's name and contact information.
2. Adjust the volunteer roles listed based on your needs.
3. Send the email to parents, participants, and community members.
4. Consider combining email outreach with social media posts and personal invitations.

Developed as part of the Sportall Community Sport Resource Library to support volunteers and organizations across Canada.

If this guide is helpful, feel free to share it with your board members, coaches, and community sport leaders.

Visit **[sportall.ca](http://sportall.ca)** for more free resources supporting grassroots sport organizations.