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Volunteers

The Volunteers section has been expanded to allow users to add data directly onto the system and create records of volunteer Timesheets without cumbersome file imports.

Volunteer Management

Volunteer and timesheet operations

[← Back to Dashboard](#)

Volunteer Operations

Match summaries
Match summaries and totals
[View](#)

Match analysis
Volunteer match analysis
[View](#)

Timesheets
Match timesheet records
[View](#)

General Timesheets
General timesheet records
[View](#)

Board & Committee
Members
[View](#)

Timesheet Operations

Matchday Volunteers
Generate pro-forma selections
[Create](#)

Pro-forma Timesheets
Pro-forma batches and sign-in
[Select](#)

Import Match Timesheets
Import match timesheets
[Import](#)

Volunteers
Volunteer people records
[View](#)

[Create Match Timesheet](#)[Create General Timesheet](#)[Recent Activity](#)

The page is split into two sections. The top section shows facilities that are available to be viewed only.

The second section contains operations that require specific permission to edit Volunteer operations and Timesheet records.

Match Summaries

Match Summaries

Match summaries with volunteer totals

[Export CSV](#)
[Back to Volunteer](#)

Team
All Teams

Competition
All Competitions

Start Date
dd / mm / yyyy

End Date
dd / mm / yyyy

Filter

MATCH	DATE	VOLUNTEERS	TIMESHEETS	TOTAL VALUE	TEAM	COMPETITION	ACTIONS
Test volunteer log in 04/06/2026 15:00	04/06/2026	10	10	£476.75	Mens first team	Friendly – Mens Team	View Details
Bradford City 04/07/2026 15:00	04/07/2026	0	0	£0.00	Mens first team	Friendly – Mens Team	View Details
Rochdale 14/07/2026 19:45	14/07/2026	0	0	£0.00	Mens first team	Friendly – Mens Team	View Details
Salford City 18/07/2026 15:00	18/07/2026	0	0	£0.00	Mens first team	Friendly – Mens Team	View Details

Season Summary



Total Matches
4



Total Volunteers
10



Total Value
£476.75

This summary can be filtered to specify which matches and date range are required. The entries show the number of Volunteers and Timesheets recorded along with the associated value for each match. **Export CSV** at the top of the page creates a CSV of whatever is on screen. This can then be used to summarise total volunteer activity.

General Timesheets

In the same way, General Timesheets can be added for non-Match related Volunteer hours.

General Timesheets

Manage general volunteer timesheets

[← Back to Dashboard](#)

Filters

Person
None

Role
None

Start Date
dd/mm/yyyy

End Date
dd/mm/yyyy

Filter

Download CSV

Adams, Chantal

01/07/2025 - 31/01/2026
280.00 hours
Committee related
£3052.00

Allsopp, Jonathan

01/07/2025 - 31/01/2026
353.00 hours
Board related
£8895.60

The report can be filtered to list time by person, role or date range.

The Download CSV will export the results shown on screen for the criteria defined, which can then be further summarised if required.

e.g.

Name	Start Date	End Date	Hours	Rate	Total
Chantal Adams	01/07/2025	31/01/2026	280.00	Nominal rate	3052.00
Jonathan Allsopp	01/07/2025	31/01/2026	353.00	Volunteer manager	8895.60
David Ashurst	01/07/2025	31/01/2026	74.00	Volunteer manager	1864.80
Daniel Atkinson	01/07/2025	31/12/2025	190.00	Volunteer manager	4788.00
George Baker	01/07/2025	31/01/2026	42.00	Volunteer manager	1058.40

Board & Committee

This report shows only Board and Committee members. For Committee members it shows which committee they belong to.

Board & Committee Members

View board members and committee members

← Back to Volunteer

Name

Filter by name

☐ Board Members Only ☐ Committee Members Only ☐ Staff Only

Filter

NAME	BOARD	COMMITTEE	COMMITTEES	ACTIONS
Nick Boom × Non-Staff	✓ Yes	× No	-	Edit
Tony Hennon × Non-Staff	✓ Yes	× No	-	Edit
Warren Heppolette × Non-Staff	✓ Yes	✓ Yes	Finance & Risk	Edit
Paul Hurst × Non-Staff	✓ Yes	✓ Yes	Co-owners	Edit

Users with the relevant Volunteer and Timesheet permissions can use the second set of facilities:

Timesheet Operations

Matchday Volunteers

Generate pro-forma selections

Create

Pro-forma Timesheets

Pro-forma batches and sign-in

Select

Import Match Timesheets

Import match timesheets

Import

Volunteers

Volunteer people records

View

Create Match Timesheet

Create General Timesheet

Recent Activity

Create Matchday Volunteers pro-forma

Matchday Volunteers

Active volunteers where Volunteer + Matchday = Yes and Date Left is blank

Pro-forma Timesheets Back to Volunteer

Generate

SELECT	FULL NAME	AGE	DBS	VOLUNTEER CODE	VOL RATE
VOLUNTEER GROUP: CASH OFFICE					
☐	Jenni Green	26	None	(E) CASH	Volunteer team leader - 18.52
VOLUNTEER GROUP: CYCM VOLUNTEER					
☐	Andy Davies	46	None	(NE) CYCM	Nominal rate - 13.55
☐	Huw Davies	56	None	(NE) CYCM	Nominal rate - 13.55
VOLUNTEER GROUP: FC YOUTH VOLUNTEER					
☐	Chris Boulderstone	26	Enhanced with list checks	(NE) FCUTH	Volunteer manager - 30.00
VOLUNTEER GROUP: GENERAL VOLUNTEERING					
☐	Frances Fielding	-	None	(E) GENERAL	Volunteer manager - 30.00

The Pro-Forma Timesheet records are created prior to a match and contain a list of Volunteers who are rostered for that match.

The list shows all Volunteers who are allocated to Volunteer Code areas. The user simply ticks the box at the side of each person's name.

When all have been selected, the user clicks the **Generate** button.

Generate

Select match (current season)

Save

Select the match the Timesheet relates to and click **Save**

View/Select Volunteers Pro-Forma Timesheet

Pro-forma Timesheets

Pro-forma batches awaiting volunteer sign-in

[Back to Matchday Volunteers](#)

AUTHORISED AT	MATCH	CHECKED IN	STATUS	AUTHORISED BY	ACTIONS
05/06/2026 12:34:55	Test volunteer log in	0 / 1	Pending	sis-admin	Delete
04/06/2026 14:03:02	Test volunteer log in	10 / 12	Completed	signin	Fire Roster Delete

This option displays all the Pro-Forma Timesheets that have been created in reverse date order.

The status column will show:

Completed (where the timesheet has been finalised and records of Volunteer hours have been recorded)

Pending (where the timesheet is ready to use for the allocated match)

Clicking the specific item will display the results of the signing-in process for the match concerned.

Pro-forma Timesheet Sign-in

Test volunteer log in - 04/06/2026 15:00

Volunteers can be signed in from 04/06/2026 14:00 onwards.

Checked in: 10 / 12

[Back to Pro-forma List](#)

Batch finalised Download Fire Roster					
SIGN IN	VOLUNTEER	VOLUNTEER AREA	RATE	SIGN-IN TIME	BILLABLE HOURS
☒	(E) Chantal Adams	Media volunteer	Nominal rate - 13.55	04/06/2026 14:01:53	2.75
☒	(NE) Stephen Bennett	Radio team	Nominal rate - 13.55	04/06/2026 14:02:39	2.75
☒	(NE) Chris Boulderstone	FC Youth volunteer	Volunteer manager - 30.00	04/06/2026 14:02:52	2.75
☒	(NE) Phil Boulderstone	Merchandise operative	Nominal rate - 13.55	04/06/2026 14:02:55	2.75
☒	(NE) Andy Davies	CYCM volunteer	Nominal rate - 13.55	04/06/2026 14:02:56	2.75
☒	(NE) Huw Davies	CYCM volunteer	Nominal rate - 13.55	04/06/2026 14:02:57	2.75
☒	(NE) Angela El Kholy	Stewarding volunteer	Nominal rate - 13.55	04/06/2026 14:02:57	2.75
☒	(NE) John England	PFTG seller	Nominal rate - 13.55	04/06/2026 14:02:58	2.75
☒	(E) Frances Fielding	General volunteering	Volunteer manager - 30.00	04/06/2026 14:02:59	2.75
☐	(NE) David French	Reception volunteer	Nominal rate - 13.55	Not signed in	-
☐	(NE) John Gallimore	Reception volunteer	Nominal rate - 13.55	Not signed in	-
☒	(E) Jenni Green	Cash office	Volunteer team leader - 18.52	04/06/2026 14:02:45	2.75

The list clearly shows who signed in and who didn't, together with the time and value of their work. The Fire Roster button can be used as a simple checklist of Volunteers at the match that can be downloaded and printed.

Complete Volunteers pro-forma

This facility replaces the manual import of spreadsheet records for Matchday Volunteers:

- prepare a rota of Volunteers for each match, based on category of Volunteer work to be carried out.
- publish the list as an online sign-in form.
- allow a designated user to sign in Volunteers prior to the match at a designated location in the stadium.
- accurately record the time each Volunteer signs in, assign a sign-out time based on preset rules, thereby not requiring Volunteers to physically sign out.
- automatically calculate the shift time and the value provided to the Club.
- automatically record the Volunteer shifts against each Volunteer and match and totals for each match.

This data will allow the automatic preparation of statistics for Volunteer numbers and value against each match and across user-specified time periods.

On a Matchday, the Sign-in steward will simply open the Pro-Forma Timesheet for the day and select each person's name as they present themselves at the desk.

Pro-forma Timesheet Sign-in

Test volunteer log in - 04/06/2026 15:00

Volunteers can be signed in from 04/06/2026 14:00 onwards.

Checked in: 0 / 1

[Back to Pro-forma List](#)

[Save Checked-in Volunteers](#)

SIGN IN	VOLUNTEER	VOLUNTEER AREA	RATE	SIGN-IN TIME	BILLABLE HOURS
☐	(NE) Huw Davies	CYCM volunteer	Nominal rate - 13.55	Not signed in	-

Clicking the SIGN IN column against the name will automatically log the time and calculate the billable hours value of the shift.

Subsequent people are also checked in by the same process. Once the Sign-in desk is closed, the user clicks the **Save Checked-in Volunteers** button and the status of the Pro-Forma is changed to Completed and is locked from further input.

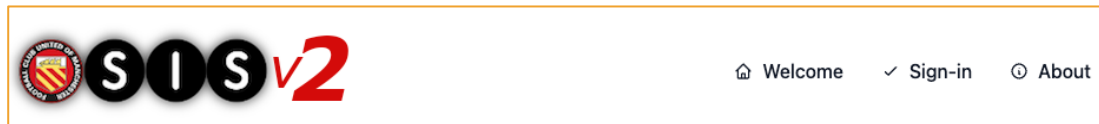
At the same time, a Timesheet record is created for each person on the list who has signed in.

At this stage the Fire Roster is available as an evacuation roll call document in the case of fire or other serious circumstance.

Currently, Volunteers can only sign in from 4 hours before the kick-off time, and the shift is considered to end two hours after the kick-off time. This sign-in time is a system parameter but can be changed if required.

Sign-in process

A computer will be located at the sign-in desk.
A special login to SISv2 has been created ('signin').



Once logged in, the user can select the Pro-forma Timesheet for the current day's match.

Pro-forma Timesheets						Back to Dashboard
Pro-forma batches awaiting volunteer sign-in						
AUTHORISED AT	MATCH	CHECKED IN	STATUS	AUTHORISED BY	ACTIONS	
05/06/2026 12:34:55	Test volunteer log in	0 / 1	Pending	sis-admin		
04/06/2026 14:03:02	Test volunteer log in	10 / 12	Completed	signin	Fire Roster	

It will then display the full list of allocated Volunteers, along with their Volunteer Code describing their work area.

Save Checked-in Volunteers					
SIGN IN	VOLUNTEER	VOLUNTEER AREA	RATE	SIGN-IN TIME	BILLABLE HOURS
☐	(NE) Huw Davies	CYCM volunteer	Nominal rate - 13.55	Not signed in	-

As a Volunteer presents at the desk, the user will tick the checkbox alongside person's name.

- This will record the precise time presented.
- Currently the Volunteer is allowed to log in at any time on the match day but no earlier than 4 hours before the start time of the Match.

The screen will display this message prior to the sign-in period:

Pro-forma Timesheet Sign-in

Avro Football Club - 31/08/2026 15:00

Volunteers can be signed in from 31/08/2026 11:00 onwards.

Sign-in is locked until 31/08/2026 11:00.

The end time is calculated as 2 hours after the start time of the Match, so each Volunteer would be allocated a shift of at least 2 hours + the time from the log-in to the start time of the Match (rounded to the nearest 15 minutes).

- It will also indicate if the person is categorised as (E) - essential or (NE) – non-essential.
- Wristbands will then be issued by the user at the sign-in desk.

Sign-in completion

When all Volunteers are signed in, or when the user concludes the sign-in session (at the discretion of staff in charge), the user clicks the **'Save Checked-in Volunteers'** button, which will record all the Volunteer shifts from the Pro-Forma Timesheet.

Batch finalised		Download Fire Roster			
SIGN IN	VOLUNTEER	VOLUNTEER AREA	RATE	SIGN-IN TIME	BILLABLE HOURS
☒	(E) Chantal Adams	Media volunteer	Nominal rate - 13.55	04/06/2026 14:01:53	2.75
☒	(NE) Stephen Bennett	Radio team	Nominal rate - 13.55	04/06/2026 14:02:39	2.75
☒	(NE) Chris Boulderstone	FC Youth volunteer	Volunteer manager - 30.00	04/06/2026 14:02:52	2.75
☒	(NE) Phil Boulderstone	Merchandise operative	Nominal rate - 13.55	04/06/2026 14:02:55	2.75
☒	(NE) Andy Davies	CYCM volunteer	Nominal rate - 13.55	04/06/2026 14:02:56	2.75
☒	(NE) Huw Davies	CYCM volunteer	Nominal rate - 13.55	04/06/2026 14:02:57	2.75
☒	(NE) Angela El Kholly	Stewarding volunteer	Nominal rate - 13.55	04/06/2026 14:02:57	2.75
☒	(NE) John England	PFTG seller	Nominal rate - 13.55	04/06/2026 14:02:58	2.75
☒	(E) Frances Fielding	General volunteering	Volunteer manager - 30.00	04/06/2026 14:02:59	2.75
☐	(NE) David French	Reception volunteer	Nominal rate - 13.55	Not signed in	-
☐	(NE) John Gallimore	Reception volunteer	Nominal rate - 13.55	Not signed in	-
☒	(E) Jenni Green	Cash office	Volunteer team leader - 18.52	04/06/2026 14:02:45	2.75

Any Volunteer not logged in will not have a shift recorded.
The Pro-Forma Timesheet will be retained and locked from being reprocessed.

Create Match Timesheet

In some circumstances, additional timesheets may need to be added.

If the user has the relevant permission, they can add individual Timesheets:

All Timesheets

Browse all timesheet records

[← Back to Volunteer](#)
[+ Add Timesheet](#)

Match

Volunteer

MATCH	VOLUNTEER	DATE	DURATION	VALUE	ACTIONS
Test volunteer log in 04/06/2026	Chantal Adams Code: MEDIA	04/06/2026	14:01 - 17:00	£37.26	Edit Delete
Test volunteer log in 04/06/2026	Stephen Bennett Code: RADIO	04/06/2026	14:02 - 17:00	£37.26	Edit Delete

Create Timesheet

Create a new timesheet record

[← Back to Volunteer](#)

Season *

Match *

Start Time *

Billable Hours (15-min rule)

Start rounds up to next 15 minutes; end rounds down.

Role

Location

Volunteer *

End Time *

Rate *

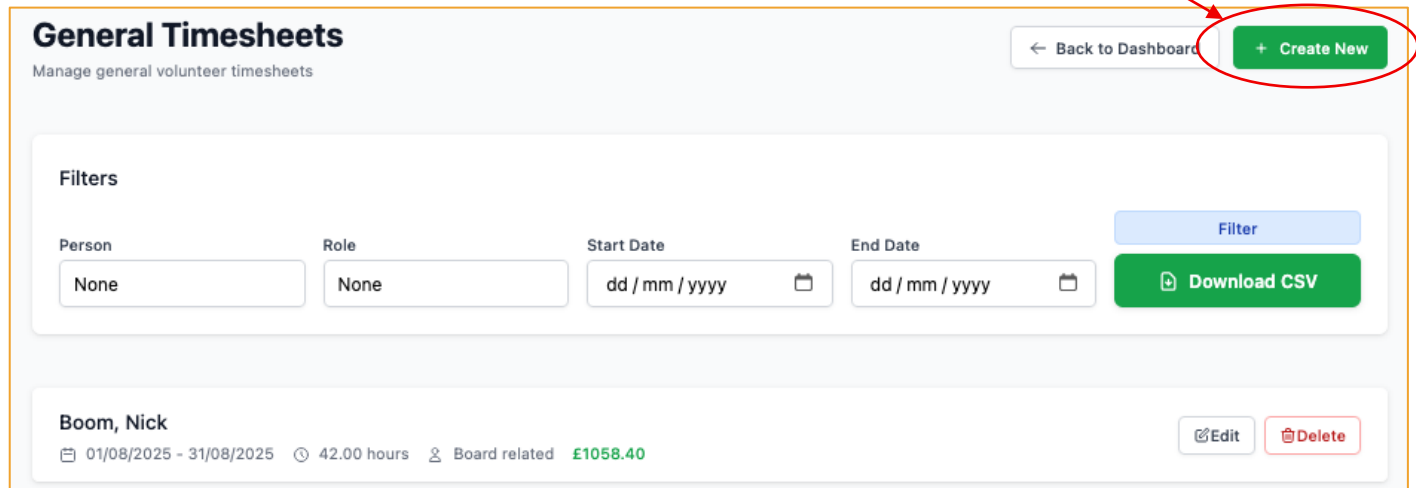
Volunteer Code

Clicking **Create Timesheet** will then record the Timesheet.

Create General Timesheet

A General Timesheet is recorded for any Volunteer time outside of Matchdays. For example, Ground cleaning, litter picking, Committee and Board work, etc.

If the user has the relevant permission, they can add individual Timesheets:



General Timesheets
Manage general volunteer timesheets

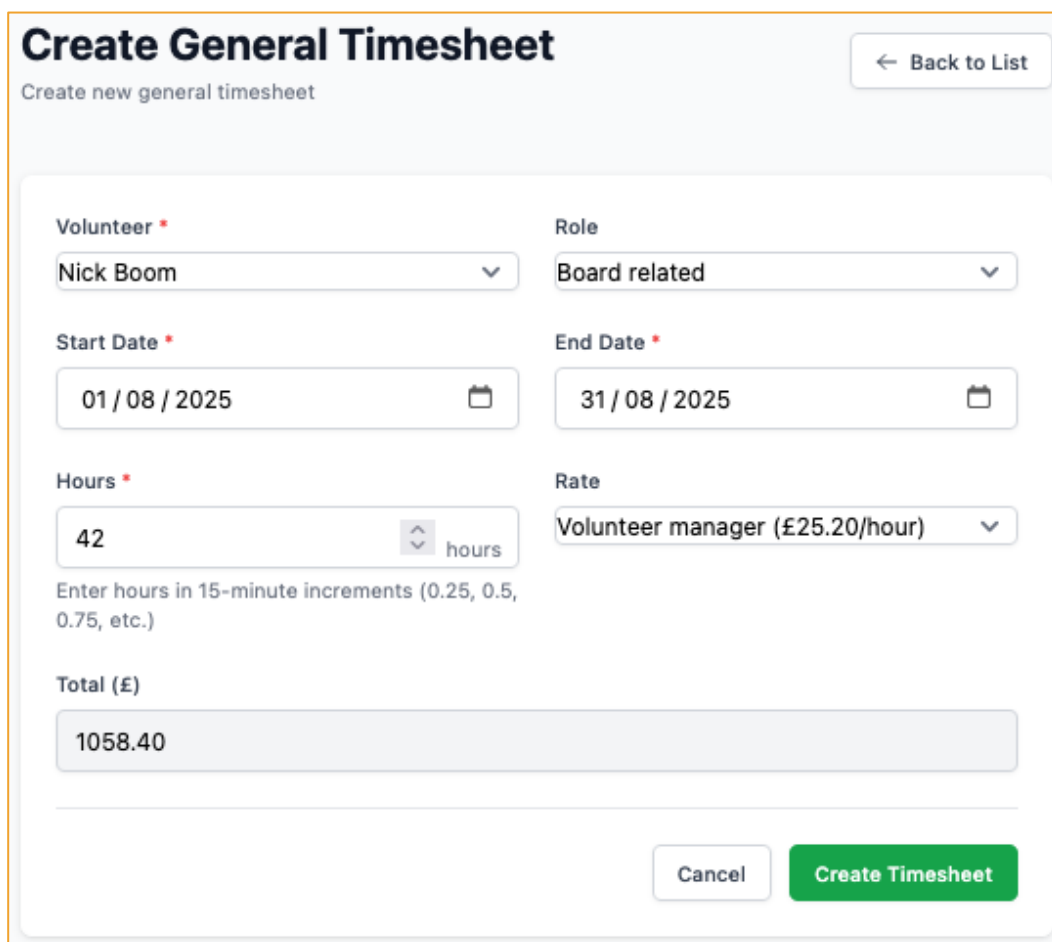
← Back to Dashboard **+ Create New**

Filters

Person: Role: Start Date: End Date: **Filter**

Download CSV

Boom, Nick
📅 01/08/2025 - 31/08/2025 ⌚ 42.00 hours 👤 Board related 💰 £1058.40 **Edit** **Delete**



Create General Timesheet
Create new general timesheet

← Back to List

Volunteer *

Role

Start Date *

End Date *

Hours *
 hours

Rate

Enter hours in 15-minute increments (0.25, 0.5, 0.75, etc.)

Total (£)

Cancel **Create Timesheet**

The Volunteer field is a pre-defined list of people on the system who are listed as Volunteers. It is listed alphabetically by surname. Select the person's name.

The role is a pre-defined list of roles that people carry out as Volunteers.

For General, non-match roles, the majority will be:

- Board related
- Committee related
- General community
- IT Support
- Main office
- Maintenance and servicing

Enter the date range over which the hours were worked.

Enter the number of hours worked - Enter hours in 15-minute increments (0.25, 3.5, 4.75, etc.)

Select the rate:

- Nominal rate
- Volunteer Team leader
- Volunteer Manager

The program will calculate the nominal value for the hours worked.

Click **Create Timesheet** to submit the record.

Import Match Timesheets

This facility has been superseded by the Sign-in process described previously, but has been retained so that other matchday volunteer records may be imported, if required.

For example, volunteers at away matches or home matches for teams other than the First Team.

It allows for the import of correctly configured CSV files, to create bulk Volunteer Timesheet records.

Import Timesheets

CSV File Format

Your CSV file should contain the following columns:

- **name** - Volunteer's name (required)
- **start_time** - Shift start time in HH:MM format (required)
- **end_time** - Shift end time in HH:MM format (required)
- **vol_type** - Volunteer type (optional, matched to volunteer role lookups)
- **vol_code** - Volunteer code (optional, must match an active lookup code)
- **vol_rate** - Volunteer rate name (optional, default rate is used when blank or unmatched)

Note: Only volunteers with `is_volunteer=True` and `vol_matchday=True` will be imported.

Export Volunteer Template

Download a CSV template with current volunteers for manual timesheet completion:

Export Volunteer Template

This will create a CSV file with all current volunteers (those without an end date), their volunteer code, and volunteer rate. You can then fill in the start/end times manually and re-import the completed file.

The top section describes the format required and its contents.

Export Volunteer Template

This exports the current Volunteers in order to create sign-in sheets and data input forms.

CSV File

CSV File:

Browse...

No file selected.

Select a CSV file containing timesheet data

Season:

2026-2027

▼

Select the season first to filter available matches

Match:

Select a match...

▼

Select the home match for these timesheets

Default Rate (Optional):

Use default rate

▼

Default rate to apply when the CSV vol_rate is blank or not matched

Default Facility (Optional):

Use default facility

▼

Default facility to use for imported rows

☐ Dry run (test import without saving)

☐ Replace existing timesheets for this match

Warning: This will delete all existing timesheets for the selected match before importing new ones

IMPORT TIMESHEETS

Cancel

Download Template

Download CSV Template

View Timesheets

This section allows for the import of the CSV files.
Select the Season and Match to which the Timesheets relate.

If required, the default rate for all Timesheets can be set. If rates vary, leave blank.
If required, the default facility for all Timesheets can be set.

Once ready to import, the file can be tested using the **dry run** checkbox. Any errors or inconsistencies will be reported without importing any data.

Click **IMPORT TIMESHEETS** to initiate the dry run or the live import.

Timesheet data can be imported as many times as required for a specific match. This allows for the data to be entered in more than one stage.

In case of errors in partial import, you can re-import the data and remove any previous entries – check the **Replace existing timesheets for this match**.

The **Download CSV Template** button downloads a sample import CSV file.

View/Add Volunteer records

This report shows all People on the system and their various activities:

- Matchday Volunteer
- Committee Member
- Board Member

Volunteer People

Manage volunteer people records

[+ Add New Person](#)
[← Back to Volunteer](#)

Name

Filter by name

DBS Status

All DBS Status

☐ Matchday

☐ Board Members

☐ Committee Members

[Filter](#)

NAME	AGE	GENDER	DBS	VOLUNTEER TYPE	CURRENT	ACTIONS
Chantal Adams chantal.adams@hotmail.co.uk	26	Female	None	✓ Matchday ✗ Board ✓ Committee	Yes	View Edit
Gary Adelman pcv4929@sky.com	65	Male	None	✓ Matchday ✗ Board ✗ Committee	Yes	View Edit

You can filter the report to show various types or search by name.

Add New Person

As time goes on, new records will need to be created or amended.

Add New Person

Add a new person record with full details

[← Back to Volunteers](#)

Personal Information

First name	Middle name
Surname *	User type *
	Select user type
Gender	Nationality
Select gender	Select nationality
Ethnicity	Telephone
Select ethnicity	
Email	Organisation
	FC United of Manchester
Department	DBS Status
Select department	None
Date of birth	Age
dd / mm / yyyy	
	Calculated from date of birth
Start date	Date left
05 / 06 / 2026	dd / mm / yyyy

Address Information

Address	Locality
Town	County
Country	Postal code
England	

overleaf ..

Employment Information

☐ Staff?

Professional Registration

☐ Professional Registration

Volunteer Information

☐ Volunteer?

☐ ESV?

☐ Matchday?

Volunteering

Select volunteer type

Volunteer code

Select volunteer code

Board Information

☐ Board member?

Board attendance

None

Committee Information

☐ Committee member?

Consent Information

☒ Consent to contact?

☒ Consent to store personal data?

☒ Consent to share personal data?

Consent given

05 / 06 / 2026

Consent withdrawn

dd / mm / yyyy

Communication

Communications preference

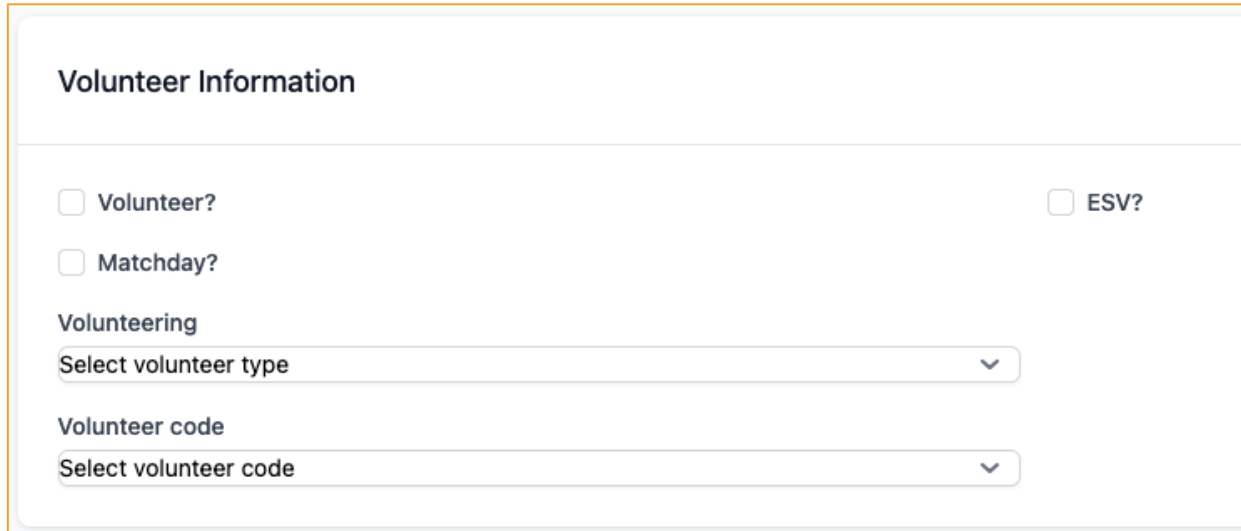
Select preference

Cancel

✓ Save Person

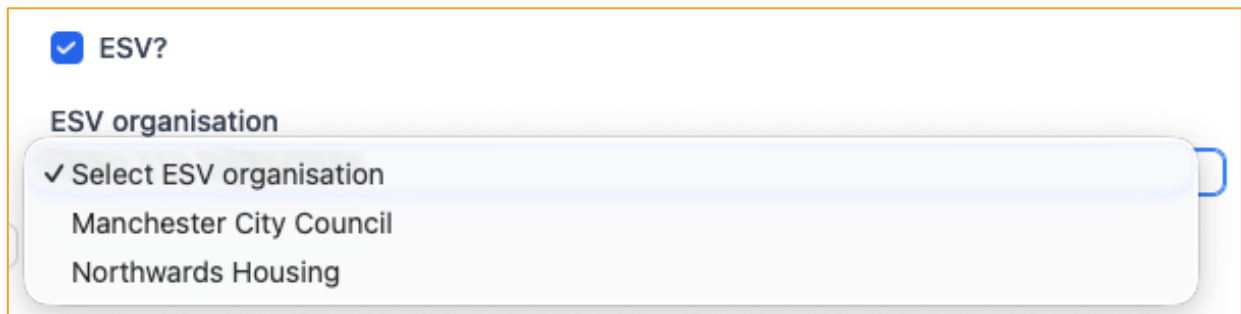
Most of the fields are self-explanatory. The majority of People records refer to Volunteers, but staff and others will also be recorded here.

The key fields that denote a Volunteer are in the Volunteer Information section.



If the person is to be a Volunteer, the **Volunteer?** box should be ticked. If a Matchday Volunteer the **Matchday?** box should also be ticked.

ESV refers to Employer Sponsorship. If the person is sponsored in this way, tick the box:



The sponsoring organisation is selected from the list (the ones shown are for illustrative purposes only)

The Volunteering field can also be completed if known – there is a comprehensive list in the drop-down box.

The Volunteer code is used by the Club to allocate areas to Volunteers and must be filled in if known.

Volunteer code

☒ Select volunteer code

ALE - Bar sales

CASH - Cash office

CYCM - CYCM volunteer

FBALL - Football pitch side

FCUTH - FC Youth volunteer

GENERAL - General volunteering

MEDIA - Media volunteer

MEMB - Membership volunteer

MERCH - Merchandise operative

PFTG - PFTG seller

PITCH - Pitch volunteer

PROGS - Programme seller

RADIO - Radio team

RECEP - Reception volunteer

STEW - Stewarding volunteer

URNS - Turnstiles

All the relevant information should be collected from the Volunteer and allocation of duties should be completed before the person is assigned to Matchday operations.

Recent Activity

This refers to the Match Timesheets. This gives a quick method of viewing what has recently been added, allowing for easy viewing and/or amendment.

Recent Activity						
Recent timesheet activity and changes						
			← Back to Volunteer		View All Timesheets	
VOLUNTEER	MATCH	DATE/TIME	DURATION	VALUE	CREATED	ACTIONS
Jenni Green Code: CASH jenni.green@salford.gov.uk	Test volunteer log in 04/06/2026	04/06/2026 14:02 - 17:00	2 hours, 57 minutes	£50.93	21 hours, 20 minutes ago	Edit Delete
Frances Fielding Code: GENERAL frances.fielding@fc-utd.net	Test volunteer log in 04/06/2026	04/06/2026 14:02 - 17:00	2 hours, 57 minutes	£82.50	21 hours, 20 minutes ago	Edit Delete
John England Code: PFTG jrjengland@gmail.com	Test volunteer log in 04/06/2026	04/06/2026 14:02 - 17:00	2 hours, 57 minutes	£37.26	21 hours, 20 minutes ago	Edit Delete
Angela El Kholy Code: STEW angelaelkholy01@yahoo.co.uk	Test volunteer log in 04/06/2026	04/06/2026 14:02 - 17:00	2 hours, 57 minutes	£37.26	21 hours, 20 minutes ago	Edit Delete