



BOYUP BROOK COUNTRY MUSIC FESTIVAL  
**FEBRUARY 15-18, 2018**



## 2018 VOLUNTEER REGISTRATION FORM

### Personal Details

First Name		Surname	
Address		Date of Birth	
Town		Postcode	
Mobile		Gender	
Email			
Medical Conditions			

Have you volunteered at the Festival before	Yes	No	When?	
If no, please state size of shirt			Size	
If yes, please wear a volunteer shirt provided to you in previous year/s				

### What current qualifications do you have? (Please send a copy of certificates with this form)

Responsible Service of Alcohol (RSA)		Working With Children Check (WWCC)	
Safe Food Handling		Event Traffic Controller Certificate	
Leadership Skills	(Brief Description)		

### What days would you prefer to volunteer?

MON	TUES	WED	THURS	FRI	SAT	SUN	MON	TUES	WED

### What times would you prefer to volunteer?

Morning		Afternoon		Evening	
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### What would you prefer to do while volunteering?

Festival Set Up		Bar (RSA)		Front Gate	
Festival Pack Up		Bar Ticket Sales (RSA)		Toilet Cleaners	
Office / Retail Helper		Traffic Controller		Food Handling	
Children Activities		Sat Street Projects		Ute & Truck Muster	
Survey Interviewers		Art Awards & Exhibit		Post Festival Data Entry	

### NOTICE TO VOLUNTEERS

Filming and photography is taking place throughout the Festival. If you do not wish to be filmed or photographed please sign here:.....

I have read and agree to the Volunteer Terms and Conditions for the Country Music Club of Boyup Brook WA Inc. (Please turn over to read Volunteer Terms and Conditions.)

Signature:		Date:	
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Please send your completed form and a copy of your certificate/s to:  
 PO Box 103, BOYUP BROOK WA 6244 or email to [countrymusicwa@westnet.com.au](mailto:countrymusicwa@westnet.com.au)  
 by 1<sup>st</sup> December 2017

# VOLUNTEER TERMS AND CONDITIONS

PLEASE BE AWARE, BOYUP BROOK HAS TELSTRA MOBILE COVERAGE ONLY

1. **AGE** – Volunteers of all ages are welcome. You must be over 18-years old and have an RSA to volunteer in the licenced areas of our Festival. An under 18 volunteer must be accompanied by a volunteer parent or guardian.
2. **DRESS CODE** – Enclosed shoes must be worn at all times whilst volunteering for our Festival. This is for your own safety and strictly enforced. Volunteer shirts may be provided, but only to be worn when volunteering.
3. **BRIEFING** – A volunteer briefing BBQ will be held on the Thursday (4:00pm) of the Festival. A second briefing will be held on the Saturday of the Festival at 8:30am. All volunteers are encouraged to attend. You will be notified closer to the day of more details.
4. **ENTRY** – An armband will be issued when you sign on for your first shift. These are non-transferable and if lost / broken, will not be replaced. Please, don't forget to sign off.
5. **ATTITUDE** – Volunteers are required to wear a happy smile and a positive attitude at all times. If you have any concerns and / or complaints, please present them in writing to the Volunteer Co-ordinator.
6. **OHS** – The Country Music Club of Boyup Brook WA Inc takes pride in observing high standards of Occupational Health and Safety through out the Festival. We endeavour to provide you with the safest working conditions possible. As a member of the volunteer team, we ask you to comply with all the safety requirements associated with your volunteer position and support the OHS procedures. Please follow your supervisors or Volunteer Co-ordinators direction at all times.
7. **CONTRACT** – Volunteer Contracts are applicable before, during and after the Festival.
  - a. You must be available to work up to an 8-hour shift. Minimum of 4-hour shifts are required.
  - b. You will be notified of the shift you are rostered to work before the Festival.
  - c. If you would like to volunteer for more hours or have an issue with the shift you're allotted, please contact the Volunteer Co-ordinator.
  - d. Pre and Post Festival volunteering is crucial to the success of our Festival, so please consider pre/post Festival as an option.
  - e. No smoking while wearing your volunteer shirt.
8. **DISMISSAL** – No volunteer will be dismissed until the volunteer has the opportunity to discuss the reasons for dismissal with the Volunteer Co-ordinator. Final decision will be made once there is consultation with at least 2 co-ordinators/committee members. Possible grounds for dismissal include, but are not limited to, are the following:
  - a. Being under the influence of alcohol or drugs, before or during your shift.
  - b. Theft.
  - c. Insubordination, abuse or mistreatment of Festivalgoers, volunteers or management.
  - d. Failure to abide by Festival policies and procedures.
  - e. Failure to complete your shift as directed by your Volunteer Co-ordinator.
  - f. Disappear during allocated tasks.
  - g. Failing to turn up for allocated shift.
  - h. Smoking in the Music Park.

***By signing this Volunteer Registration Form you are agreeing to the Volunteers Terms and Conditions for volunteering at the Boyup Brook Country Music Festival, as stated above.***