

# GUMERACHA MEDIEVAL FAIR 2018



## INDIVIDUAL - VOLUNTEER REGISTRATION FORM

Welcome to the 2018 Gumeracha Medieval Fair. Our policy is to pay a percentage of our net profits (once we have our seed money for 2019) to our volunteers chosen Community Group. Your help is sincerely appreciated so we are happy to supply your food\* and refreshments\* for the days you are working as well as complimentary access passes.

**Please complete the form below.**

**Volunteer Application Form** - is to be completed by each individual volunteer and returned to the Gumeracha Medieval Fair Inc. (Note: Minimum age for a Volunteer is 18)

Name:..... Age: .....

Address:.....

.....Postcode: .....

Phone: Home..... Mobile .....

Email Address:.....

**Emergency Contact Details:** Name .....

Phone: Home ..... Mobile.....

***Residents of the Gumeracha and Torrens Valley District are required to donate to organisations within that area unless prior arrangements are made and authorised by the GMF Committee. (see attached list of organisations)***

Are you volunteering as part of a Group? If yes, what is the Group/s name?

.....  
Who is your chosen Community Group/Organisation for payment of Volunteer/s hours?

.....  
Their Postal Address for payment:

.....Postcode: .....

Contact Name: ..... Contact Phone: .....

Bank account details for payment transfer: BSB.....Account No. ....

**Which of the following tasks / areas are you interested in? (please tick)**

<input type="checkbox"/> Administration support	<input type="checkbox"/> Children's Corner
<input type="checkbox"/> Setup - Thursday/Friday before fair	<input type="checkbox"/> Re-enactment Group support
<input type="checkbox"/> Pack down - Monday after fair	<input type="checkbox"/> Artistic Director support
<input type="checkbox"/> Volunteer Rest Centre support	(signage/decoration)
<input type="checkbox"/> Costume Competition - registration tent /prizes	<input type="checkbox"/> Tavern - Clearing tables and maintaining Tavern area for patrons
<input type="checkbox"/> Costume Competition - Photographer	<input type="checkbox"/> Tavern entrance - counter/checker

<input type="checkbox"/> General Volunteer - duties and tasks as required on the day	<input type="checkbox"/> Medieval Feast Coordinator or <input type="checkbox"/> Support personnel
<input type="checkbox"/> Information Centre Supervisor	<input type="checkbox"/> Tavern Entertainment support
<input type="checkbox"/> Information Centre-General enquiries <input type="checkbox"/> Site Management support	<input type="checkbox"/> Entertainment Coordinator <b>or</b> <input type="checkbox"/> Support personnel
<input type="checkbox"/> Food/Craft Merchant support <input type="checkbox"/> Finance Team	<input type="checkbox"/> Aboriginal Group Assistant <input type="checkbox"/> Volunteer Coordinators Team

**Register your shift availability (please tick)**

<input type="checkbox"/> <b>Thursday</b>	<input type="checkbox"/> Morning 10:00am – 1:00pm	<input type="checkbox"/> Afternoon 12:30am - 4:00pm
<input type="checkbox"/> <b>Friday</b>	<input type="checkbox"/> Morning 9:30am – 1:00pm	<input type="checkbox"/> Afternoon 12:30am - 4:00pm
<input type="checkbox"/> <b>Saturday</b>	<input type="checkbox"/> Morning 8:30am – 1:00pm	<input type="checkbox"/> Afternoon 12:30am - 5:00pm
<input type="checkbox"/> <b>Sunday</b>	<input type="checkbox"/> Morning 8:30am – 1:00pm	<input type="checkbox"/> Afternoon 12:30am - 5:00pm
<input type="checkbox"/> <b>Monday</b>	<input type="checkbox"/> Morning 9:30am – 1:00pm	<input type="checkbox"/> Afternoon 12:30am - 4:00pm

\*Morning and/or afternoon tea will be provided in the Volunteer Rest Centre.

\*A \$10 Meal Voucher is included if working two shifts or more on one day.

**DECLARATION:**

1. I give permission for the Gumeracha Medieval Fair Inc. to use images on their social media sites for the purposes of marketing and promotion.
2. All details I have provided above are true and accurate in every way. I understand if I make a misleading statement, that this may impact our involvement with the Gumeracha Medieval Fair Inc. in the future.
3. I have not been convicted of, or have pending, any charges involving children.
4. I agree to abide by the GMF Policies and in particular the Code of Conduct as outlined in the Volunteer Induction Manual.

Signed: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

I am available for mandatory Induction/Information brief on Sunday 22<sup>nd</sup> April at 2pm at the Gumeracha Town Hall.

Please circle:            **Yes**                            **No**

Please return this Form (via Post or Email) as soon as possible but no later than the 1<sup>st</sup> of April 18 to:

**Michel Gray**  
**Event Co-ordinator**  
 Phone: (08) 8389 1149  
 Email: [michelclaire1950@gmail.com](mailto:michelclaire1950@gmail.com)  
 PO Box 36, Gumeracha SA 5233

**GUMERACHA MEDIEVAL FAIR 2018****NON FOR PROFIT ORGANISATIONS WITHIN THE GUMERACHA & TORRENS  
VALLEY DISTRICT**

Gumeracha Hospital Auxiliary Inc

Gumeracha Community Assoc.

Gumeracha Town Hall Committee

Birdwood High School Council Inc

Friends of Birdwood

Top of the Torrens Theatre Group

Lions Club of Torrens Valley

CFS Cudlee Creek

CFS Gumeracha

CFS Mount Torrens

CFS Others within the area.

Any other non-for-profit group as agreed on by the GMF Committee and volunteer.

## INDUCTION BRIEF – Points to Cover

### Volunteer Information 2018 Gumeracha Medieval Fair 5<sup>th</sup> and 6<sup>th</sup> May TO BE KEPT BY EACH VOLUNTEER (2 pages)

#### As a Volunteer you have the right:

- To work in a safe and healthy environment in accordance with the OHS&W Act;
- To be treated fairly and shown respect;
- To be provided adequate training;
- To be provided with safe systems of work;
- To be provided with adequate supervision and support;
- To be provided with an induction and orientation process; and
- To be provided with access to a grievance process.

#### In conjunction with your rights, you have a responsibility to:

- Follow instructions from your Supervisor;
- Be aware and abide by the GMF policies and procedures;
- Agree to work in a safe and healthy manner – as not to jeopardise the health & safety of other volunteers or members of the public;
- Notify the GMF of any pre-existing medical conditions that may be aggravated or of any special needs that may need accommodating;
- Report injuries or near-misses and assist your Supervisor in completing the appropriate reports; and
- Have respect for the local environment and surroundings.

#### Occupational Health and Safety

The GMF is committed to providing a safe and healthy environment for all volunteers, as well as to all members of the public. That commitment is reflected in the GMF.'s Health and Safety Policy.

#### Manual Handling

Incorrect Manual Handling results in many occupational injuries within Australia.

Please take care in any activity which involves manual handling and be aware of the dangers.

Manual Handling could broadly be defined by actions of;

- Lifting, Lowering, Pushing, Moving, Holding, Pulling, Carrying or Restraining

Manual Handling is more than simply carrying any object; it can include a wide range of activities that could prove a risk to your health and wellbeing. Note: injury is not always caused by the "size of the load" but may be due to the "method" which was used to lift or move that load.

Assess the risk of any task involving manual handling. Consider your own stature and strength and that of others who may be assisting you. Seek advice from your Supervisor if you have concerns.

#### Incident Reporting

All Accidents, Incidents, Injuries or Near-Misses MUST be reported to your Supervisor immediately.

If you were to sustain an Injury or Near-Miss you will be required to assist with the completion of an Incident Report Form. It is important to report everything, no matter how small, so we can make changes or improvements, to minimise the risk of something similar recurring.

#### Lost / Found Children

If you become aware of a Lost Child, the Supervisor at the Information Tent must be notified immediately.

If you find a Lost Child, then please escort them to the Baby Change Rooms located near the toilets in the park. The Management Committee of the GMF supports the Child Safe Environment Policy and asks that Volunteers report **ANY adverse behaviour towards a child or children**, to the Supervisor at the Information Tent.

#### Responsible Behaviour

As a volunteer for the GMF, certain conducts of behaviour are expected to be adhered to whilst undertaking volunteer duties:

- No volunteer should be **under the influence of alcohol or drugs** while volunteering;
- Volunteers must **behave in a responsible and reliable manner**;
- Volunteers are acting as representatives of the GMF and should **adhere to high standards of honesty and integrity and** where appropriate **confidentiality**;
- Volunteers should **not make any public comments or statements to the media** that would lead anyone to believe, that they are the views of the GMF; all media contact should be directed to the Event Coordinator.

**Grievances**

A grievance relating to your voluntary work environment may take the form of a complaint, a concern or a problem. It may be something that you consider to be unfair, discriminating or harassing.

If it is feasible, discuss your grievance with the concerned party.

However, if you feel uncomfortable doing that, then please talk to your Supervisor.

Depending on the situation there is likely to be various solutions, nonetheless you should feel happy and safe whilst volunteering at the GMF, so a situation that affects your wellbeing should be discussed with your Supervisor.

Your Supervisor will ensure that a record is kept of the grievance, for future reference.

All grievances will be managed confidentially and within a timely manner.

**First Aid**

A St. John First Aid Post will be located near the toilets in the Park.

The Medieval Re-enactment Groups have their own designated First Aid Officers with First Aid Kits.

**IN THE EVENT OF AN EMERGENCY**

If you see any situation that may result in an emergency, report it to your Supervisor or a member of the Security Team immediately.

**Fire**

Fire Extinguishers are located in the Site Management Tent in the park, the Tavern, with all major Food Merchants, in the Volunteer's Centre and in the Gumeracha Town Hall Complex.

**Evacuation**

Evacuation Maps are on display in the Information Tent, at the Volunteer's Centre and at each Walk-in Entry Point.

If the circumstance so dictates, the Site Manager may authorise a partial or full evacuation from the Fair Site. If an evacuation is called, volunteers would be expected to assist the Security Personnel and Supervisors (should it be safe to do so!) and direct all persons to safer areas beyond the immediate vicinity of the Fair Site.

Many thanks from the Management Committee.

Michel Gray,  
Event Co-ordinator.

P.O. Box 36, Gumeracha, SA, 5233 or [michelclaire1950@gmail.com](mailto:michelclaire1950@gmail.com)

**Notes:**