



ROCK THE CLOCK 2022 VOLUNTEER APPLICATION FORM

VOLUNTEER CODE OF CONDUCT:

YOU HAVE A DUTY OF CARE TO:

- Your own safety
 - The safety of those around you
 - The preservation of the property at the venue
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- Be familiar with your surroundings including all exits and procedures in case of the need to evacuate
 - Know your go to person (your supervisor)
 - Know your response to any situation (if in doubt, refer to your supervisor)
 - Always be polite, courteous, clear and concise with instructions or dealing with any situation. If you are put in a situation that is not your area, do not assume the responsibility yourself, refer to the relevant area or if you are unsure, refer to your supervisor for instruction
 - For your own protection, both physically and legally, **do not touch any person** in any deliberate manner. What you consider harmless and meaningless can be misinterpreted as quite the opposite by others, either accidentally or intentionally
 - Always stay calm, clear and in control

DUTY OF CARE:

A Duty of Care exists where someone's actions could be reasonably expected to affect other people. A Duty of Care is particularly acknowledged when there is an established reliance owed to one person by another based on the relationship between people, e.g. Doctor to patient and service provider to client.

Duty of Care can be seen as a Law of 'Common Sense'. When dealing with people to whom you have a duty of care it is necessary to assess the likelihood and extent of foreseeable harm, and balance this against an assessment of foreseeable benefit. **Look for what risks can be minimised without sacrificing benefits.**

Duty of Care issues mostly arise around a standard of service where the receiver of the service is disadvantaged by the provider's lack of care. This works in two directions in the case of volunteers, **not only does the volunteer have a Duty of Care to the patron, but the organisation also has a Duty of Care toward the volunteer and patrons.**

Organisation need to provide volunteers with clear job descriptions, and clear instructions on what volunteers can and cannot do for the clients, at the same time volunteers have an

obligation to be familiar with an understand their given tasks and responsibilities. Only trained staff, which already carry a Duty of Care relating to their area of expertise (e.g. community nurses), are permitted to deal with specialist areas.

The Duty of Care is to ensure that the volunteer does nothing to endanger the client, themselves or other workers/volunteers. When dealing with a patron, the volunteer should also remain mindful that they represent a service and must do nothing that would detract from its good reputation.

If you are unsure about undertaking something a patron asks you to do, the best course of action is to check with your coordinator.

DO NOT TRY TO EXCEED THE EXPECTATION OF YOUR ROLE EVEN IF YOU THINK YOU CAN. YOU ARE NOT COVERED FOR YOUR ACTIONS BEYOND THE SCOPE OF THE DUTIES GIVEN TO YOU BY YOUR SUPERVISOR.

Volunteers are protected by law provided they act reasonably and within the scope of their duties.

TERMS AND CONDITIONS:

1. No payment will be made to you by the Rock the Clock committee; however, compensation will be provided as a free ticket to the 4 day festival.
2. Your volunteer co-ordinator is Laura Hickey, you will report to her and raise any queries, concerns or issues with her should they arise.
3. Only while you are assisting RTC in the role you have been assigned and while your assistance is approved and/or known by the festival committee will you be covered for Public Liability Insurance
4. While acting as a volunteer, a limited personal accident insurance cover will be affected by RAV Regional Arts Victoria subject to the terms and conditions of the policy. NextGen Inc. as the Auspice of the RTC retains ownership of the policy and retains discretion in terms of any benefits payable under the policy.
5. Should any injury occur to you while you are acting as a volunteer to RTC you must notify your co-ordinator **immediately** or as soon as is practical.
6. Any incident which occurs in which injury or property damage to other parties may arise must be reported immediately or as soon as possible to your coordinator
7. Under the requirements of the Occupational Health & Safety Act 2004, you must follow all established practices, procedures and instructions of the RTC committee which apply to the tasks you have volunteered to perform.
8. You are expected to perform the task you have volunteered to perform with all due care, skill and diligence.

Please see below for the volunteer application



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The Rock the Clock Festival committee would like to extend a massive thank-you to you for applying to volunteer. This festival would not be able to happen without the help and support from its community.

YOUR DETAILS:

Name	
Pronouns (if comfortable to provide)	
Address	
Email Address	
Contact Number	
Age/Fitness Level	<p>Volunteers of all ages can apply!</p> <p>Age.....</p> <p>Good level of fitness:.....</p> <p>Medium level of fitness:.....</p> <p>Low level of fitness:.....</p> <p>Any relevant health or physical conditions that could affect the performance in your role? This is to ensure that we do not give you any jobs that would cause any concern for your safety or physical health, please only include this if you are comfortable or you feel it would affect your performance:</p>

EMERGENCY CONTACT DETAILS:

Name of contact	
Relationship to volunteer	
Contact number	

EXPERIENCE & CERTIFICATION:

Experience/Skills/Certifications	Yes or No/Please Supply Details
Previous Rock the Clock volunteer	

Volunteer at other events/festivals	
Retail/Customer Service experience	
MC/Performer/Public speaking	
Construction/Site management	
Responsible Service of Alcohol Certificate (RSA)	
Experience in managing COVID safe practices	
Vehicle Licences (i.e. full drivers licence, probationary, fork lift certified etc)	
Other:	

A WORKING WITH CHILDRENS CHECK IS REQUIRED BY ALL VOLUNTEERS OVER THE AGE OF 18. THIS IS A FAMILY FRIENDLY FESTIVAL AND THERE WILL BE MINORS IN ATTENDANCE. YOU CAN APPLY FOR A FREE VOLUNTEERS WORKING WITH CHILDRENS CHECK AT THE LINK HERE: <https://www.workingwithchildren.vic.gov.au/individuals/applicants/how-to-apply-1>

Please attach any other credentials or certificates that are relevant to your application when emailing your application in.

ROLES OF INTEREST:

Please label at least 3 different areas. Put a 1 next to your first preference, a 2 next to your second preference, and a 3 next to your third preference. Please note that you may not receive any of your preferences as your role due to the amount of volunteers applying, but our volunteer coordinator will work as best they can to provide you with a role that suits you.

Preference number	Role title and brief description
	<p>SITE SUPPORT – requires lifting, carrying, standing and a lot of walking on site.</p> <p>Can include festival set-up, pack-up, assisting with keeping the festival site clean and tidy – and in line with COVID regulations as prescribed by the government policies, checking venues are safe, filling in roles as required and reporting any issues to the Volunteer Coordinator.</p>
	<p>FESTIVAL OFFICE- requires some standing</p> <p>Scanning and wrist banding ticket holders, registering festival artists, signing in and out volunteers, assisting festival coordinators and providing information to patrons</p>
	<p>VENUE SUPPORT – requires some standing, lifting, carrying, experience preferred but not essential</p> <p>Checking of wristbands at entry to venues, keeping venue clean and tidy – in line with COVID regulations as prescribed by the government policies, supervising venues and cleaning as required.</p>
	<p>BAR SUPPORT – requires standing, lifting, handling money, serving alcohol (RSA required!)</p> <p>Money handling and serving drinks in a licenced venue, customer service.</p>
	<p>VENUE MANAGEMENT – requires a lot of walking around the venue, standing in place, previous experience preferred</p> <p>All areas of venues run smoothly, liaise with Stage Manager and Sound techs and oversee and support the volunteers working in the venue</p>
	<p>MC/STAGE MANAGER – previous experience required</p> <p>Introducing artists, providing information to patrons, ensuring the stage runs smoothly and to time, and liaising with the Venue Manager as well as Sound Techs</p>

FESTIVAL AVAILABILITY:

Please indicate which times you are available throughout the festival to volunteer, please select at least 4 options, preference 1 through to 4 with 1 being your preferred option. You will not be required to volunteer for all the times you select, but the volunteers with greatest flexibility in their availability will be given preference.

You will not be required to work for all the hours in these times, this is just to get an idea of when you will be available

AVAILABILITY (Please number 1-4)	DAY	TIMES	NOTES
	Wednesday 19 th October	9:30am-1pm	Set up only
		1pm-5pm	Set up only
	Thursday 20 th October	9:30am-1pm	Set up only
		1pm-5pm	Set up only
		5pm-11pm	Live music starts
	Friday 21 st October	5pm-11pm	
	Saturday 22 th October	9:30am-1pm	
		1pm-5pm	
		5pm-12am	
	Sunday 23 rd October	9:30am-1pm	
		1pm-5pm	Pack up only
	Monday 24 th October	9:30am-4pm	Pack up only

We do also require you to be available for a volunteer induction which will be completed via zoom approximately a week before the start of the festival. There will be multiple sessions with dates/times to be confirmed closer to the event. More information about this will be sent to you once your application has been reviewed and accepted.

I confirm that I have read and understand the abovementioned conditions and the information.

Signed: **Date:**

If volunteer is under 18 years of age a parent or guardian must also sign:

Signed:..... **Date:**.....
(parent or guardian)

