

## Information and Procedures for Show Volunteers

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## 1. About Volunteers

**Volunteers are our most valuable asset**

**Without Volunteers there would be no Agricultural Show Movement**

All volunteers working for your Show Society are covered under Voluntary Workers Insurance and they must register, be inducted and sign on /sign off on every volunteer shift.

## 2. Voluntary Workers Insurance

### Who does it cover and when?

Cover under this policy shall only apply whilst the Insured Person is actually engaged in unpaid voluntary work performed on behalf of the Insured, provided always that the Policy shall apply only in respect of such work officially organised by and under the control of the Insured including necessary direct travel to, from or during such voluntary work.

1. Weekly Benefit Limit - \$1,000
2. Weekly Benefits extended to age 80
3. Benefit available for 104 weeks
4. Capital Benefits extended to age "Unlimited"
5. All out of pocket medical expenses

## 3. Volunteer Forms

### I. Volunteer Handbook

This provides information for Show Societies in relation to Volunteers. This handbook can be applied to assist volunteers should you wish.

### II. Volunteer Registration Form

Every Volunteer Should complete a volunteer Registration Form. This provides the Show Society with important information about the Volunteer. These completed forms should be filed securely and referenced, if necessary, particularly for contact details and next of Kin.

### III. Volunteer Induction Checklist used by Show Management

A Volunteer Induction checklist is used by Show organisers to ensure that each volunteer is appropriately inducted into their role. This will change from role to role and the checklist should be adapted to suit the induction necessary.

### IV. Volunteer Sign On/Off Sheet

After volunteers have completed their registration form and have been inducted by Show organisers, all volunteers must complete the sign on sheet.