

2023 Rotary FNQ Field Days Volunteer Orientation and Briefing:

VOLUNTEER BRIEFING SESSION

All Volunteers are required to attend one of the briefing sessions as outlined below or alternatively you will be required to Attend the Rotary Site Office 30 minutes prior to commencing duties to read the Volunteer Briefing Instructions and Sign the Volunteer Briefing Acknowledgement and to pick up your Volunteer Shirt and confirm you have a Volunteer Field Day PASS.

Volunteer Briefing Session:

Volunteer General Rotary Briefing will be held at 2.00pm on SATURDAY 20th May at Kerribee Park

If you have any questions regarding briefing session please contact Mike Brzowski on 0417738259

Thank you for taking the time to help raise funds for the local community and other projects that are dear to your hearts and by helping to run this year's Field Day. There are some formalities, but we expect to have fun while we're at it.

We will run through where the First Aid tent will be, safety and evacuation procedures in case of fire or other emergency. To make sure we have briefed everyone, and for insurance purposes, **it is very important that you sign the volunteer register to record your attendance and confirm that you have Registered on line for your Volunteer Field Days PASS**, If not please ask a committee member on how to do so.

Regardless of which area of the Field Days you are working in, below are important details that every volunteer should be aware of.

1. The Field Days will be open Wednesday 9am – 6pm and Thursday 9am – 6pm and Friday 9am-4pm. Wear your hat, sunscreen and comfy shoes. Water will be provided, and you should drink plenty.
2. If you can arrive at least 20 mins before your allocated roster time this would be appreciated, Making sure you allow time to get through our **peak hour traffic**. If you have to cancel at the last moment, please let us know by calling on 0417738259.

3. All public parking is located within Field Day grounds. Parking is being coordinated by Field Day Volunteers and all vehicles are required to follow their direction. Disabled parking is next to the short term volunteer parking, to the right as you come in the main gates.
4. There are 2 exit gates – please refer to map as the exhibitor gate will be an exit gate after 0900.
5. **All access to the Field Days for the public** will be through the **Main Central Car Park entrance**. Any Campers will be directed to the Eastern Entry Gate and sent onto the Rodeo office for entry.
6. Exhibitors will enter by the Exhibitor Gate until 0900 am, after which it will become an **exit only gate**.
7. Check the map so you know where toilets, First Aid, Field Day site office, and major attractions are. Visitors are sure to ask you about one or more of them. Maps will be available via **Rotary program providers near the main gates**.
8. If there are **any issues of concern**, direct them to a committee member or the site office. If you're in any doubt, ask an official, your supervisor can assist at all times. Officials will be wearing green coloured polo Rotary Field Day shirts, or can be contacted at the site office.
9. **In case of an emergency** situation please contact the Rotary Site Office immediately.
10. Have fun. Give people a smile as you take their money 😊 Give them a wave as they leave, and invite them back to the next Field Day. Everyone enjoys that.

Important: Before we start the day are you SCANNED in ?

Duties:

There are THREE MAIN EXHIBIT ENTRY GATES :

- 1. Western Exhibit Entry Gate: GATE 1.**
- 2. Main Central Entry Gate: GATE 2**
- 3. Eastern Exhibit Entry Gate: GATE 3**

Scanning Volunteers:

1. Make sure all visitors have a Field Days Ticket, E-copy or printed to be scanned.
2. If a Ticket is required direct visitor to NEW TICKET SALES person for manual ticket. This person will be set aside at the gate entrance to provide this process. **NOTE: Persons doing manual sales will gather necessary information on scanner, collect money (preferable credit card then cash if no card) Once transaction completed hand over hard copy Ticket.**

3. Patrons without an entry ticket will be sold 'Admit One' tickets via scanning machine as they enter the entry Gates. Volunteers will take payment **by Eftpos** and if not then Cash. Ticket Price \$10.00 entry.
4. The Demountable located at the Main Central Entry will act as a bank for volunteers, supplying additional change, and taking money from volunteers as they collect it from patrons. Volunteers will simply exchange their apron containing money for fresh aprons and a cash float.
5. For any scanning problems there will be a Scanning Tech based at the Central Main Entrance. If you struggle using the scanner please advise asap and you will be re-shown how to use and if needed we will move you to a new location.
6. Children under 16 or in school uniform are FREE to enter. School teachers accompanying student groups are free. There are no concessions for anyone. All persons are to be entry scanned
7. **NOTE: EXHIBITORS -THEIR STAFF AND CONTRACTORS EITHER BEFORE 0900AM OR AFTER ARE REQUIRED TO HAVE A FIELD DAYS PASS RELATING TO THAT DAY, OTHERWISE THEY NEED TO PAY \$5 OBTAIN MANUAL TICKET AND SEE THE ROTARY FIELD DAY OFFICE FOR REFUND.**
8. **NOTE: TRACTOR PULL PERSONS WHO DO NOT HAVE A PASS ARE TO BE DIRECTED TO THE MAIN CENTRAL TICKET GATE, WHERE THEY WILL BE ISSUED WITH A VOLUNTEER TICKET AFTER SUPPLYING THE NECESSARY INFORMATION FOR THE TICKET.**
9. For any help or need for relief at your station please contact the Central Main Gate by two way and explain situation.
10. Please ensure you drink water regularly, wear sunscreen and bring your own hat to wear out in the Sun.
11. Have fun. Give people a smile as you scan their tickets and say Welcome.

Magazine Stands:

1. Volunteers will be based in two areas, one being a table at each of the **3 Main gates** and persons roaming around the exhibitor area.
2. Your job is to place a Magazine into everyone's hands as they enter the Exhibitor area. Magazines will be placed on a table at the entrance and you will hand them out to everyone coming in.
3. Please ensure we smile and be pleasant and welcome everyone to the event.
4. Please ensure you drink enough water, wear sunscreen and bring your own hat.

CAR PARKING : ONLY One Main Entry.. Main Central Gate off highway

1. Please refer to car park map outlining the process of filling the carpark.
2. Car Park Co-Ordinator is Andrew MCosh who will help you attend and move between positions during the day.
3. Please ensure that when directing cars towards car park spaces that you look in all directions making sure you are safe and not in the oncoming path of any vehicles.
4. It is important that you are aware of the **HANDICAPPED CAR PARKING AREA** as you will be asked where to park. This is important to those persons at the very beginning of the car park entrance who will be the first persons the visitors will see as they enter.
5. If you require a relief from your station please advise the co-ordinator by two way, if non close by please ask nearest volunteer to swap with you and do this as often as required to get you closer to the main central gate.
6. Please ensure you drink water regularly, wear sunscreen and bring your own hat to wear out in the Sun.
7. If any incidence should occur please send those concerned towards the Main Central Ticket Gate so someone there can direct them to the Field Days Office.
8. As the Day becomes busy everyone will be moved along to new parking areas to accommodate the vehicles entering, so please follow all instructions from the co-ordinator.

At the Exhibitor WESTERN STREET Gate:

9. Volunteers working the Exhibitor Gate will be there to ensure the public do not enter at any time during the day.
10. Only exhibitors will be allowed to enter this gate. They must be advised that they need to produce their Exhibitor Pass to the Rotary Staff at the Exhibitor gate entrance to be allowed on site.
11. The exhibitor only road will be closed to entering traffic from 0900 am – 5pm. **The exhibitor gate will be an exit gate after 0900 am.** Exhibitors have been asked to minimise use of this road once the Field Days are open to the public.
12. Campers will enter through the **Eastern gate Only** and follow road around to camping area.

At the Eastern Exit Gate

1. Only person allowed entry will be Cattle Exhibitors/ Cattle Exhibit Co-Ordinator and Campers, School buses and Delivery vehicles may also use this entrance.
2. No one else is to be allowed entrance via this Exit Gate.
3. All access to the Field Days for the public will be through the **main gates**..
4. This gate becomes an **Exit gate only** except for the entry of above vehicles.

Note: There is a supervisor for each area they are contactable by two way radios or phone.

1. Radios will be located at each entry and exit gate, there will also be scattered two ways for car parking areas.
2. Any questions need answering contact some one immediately.
3. Remember to check your water bottle supplies and drink regularly
4. If relief is required contact supervisor immediately.
5. **Most Important of all.. Only designated vehicles allowed in.**

Contacts on the Day:

1. **Volunteers and gates: Mike 0417738259**
2. **Carparking: Andrew 0427686033**
3. **Emergencies: Office 0418773950**

BEWARE THAT YOU COULD BE ASKED TO DO OTHER DUTIES DURING YOUR SHIFT..