

**2009**

**NATIONAL  
EQUINE & LIVESTOCK  
EXHIBITION**

***N E L E***

**VOLUNTEER  
INFORMATION  
KIT**

***AUGUST 2009***



Australian Equine and Livestock Events Centre

*Dear Volunteer,*

Thank you for your interest in NELE 2009, an exciting and action filled new event at the Southern Hemisphere's largest and most impressive equestrian and livestock venue - the Australian Equine and Livestock Events Centre (AELEC). Information included in this kit is provided to assist you with your opportunities as a volunteer during NELE 2009. Your assistance in the smooth and successful running of this prestigious and historic event is greatly appreciated by AELEC, the event's many participants, the Tamworth regional community and each of the individual event organisers.

Should you have any queries regarding NELE 2009 or your involvement, please don't hesitate to contact the NELE volunteer Co-ordinator, Mr Tony Pearson on (0428) 627 958 or email [enquiries@aelec.com.au](mailto:enquiries@aelec.com.au)

Kind regards

*The AELEC Venue Management Team*

## 2009 NATIONAL EQUINE & LIVESTOCK EXHIBITION (NELE)

Thursday 15th October 2009 - Sunday 18th October 2009

To be held at the Australian Equine & Livestock Events Centre (AELEC), Tamworth.

A detailed program and further event related information can be obtained from the AELEC website [www.aelec.com.au](http://www.aelec.com.au) . Here's a sample of some of the events that you're likely to see:

- Huge Trade Fair
- Action packed daytime & evening entertainment
- Australian Miniature Horse Association (AMHA) National Show
- Inaugural Australian Hunter Horse Association (AHHA) 2009 National Level Show - full Hunter, Hack & Breed Program
- 2009 Australian Women's Extreme Trick Riding Championships
- NSW State Tent Pegging Championships
- NELE Showjumping Championships (incorporating the 2009 Newcomers Championships)
- 2009 NELE Freestyle Dressage Championships
- Australian Equestrian Fashion Showcase
- Horsemanship Clinics
- Breed Village
- Farm Field Day
- Educational sessions
- Petting Zoo

# VOLUNTEER FREQUENTLY ASKED QUESTIONS

## How do I register as a volunteer?

A Volunteer's Registration Form is contained on Page 25 of this document. Please complete it and return to the address contained on the Form.

If you have any disabilities or specific physical limitations that might inhibit or prevent you from conducting the duties nominated in the Position Description(s), it would be appreciated if you might detail these on the submitted form or phone the AELEC Venue Team or the Volunteer's Coordinator to discuss how we might be able to accommodate your needs.

## What happens after I submit the registration form?

Once the Registration Form is submitted we'll review the Form and get back to you as soon as we can with specific details and event related information. If a particular role has already been filled, we'll endeavour to make contact and gauge your interest in another position.

## What passes do I need?

As a volunteer at NELE 2009, you will receive a Full Event Pass for the days that you are rostered on and have the opportunity to purchase extra night show passes for \$25. If you are rostered on for 2 or more shifts, we'll provide you with a Full Event Pass for the duration of the event and opportunity to purchase additional passes at the discounted rate of \$25.

## What arrangements are there for my meals and drinks?

Information on arrangements of meals for volunteers will be provided separately as part of the event briefing session(s). Two common rooms are provided for the use of volunteers which can be used to make tea and coffee (provided) and eat your meals. A refrigerator and urn are located in both of the common rooms. These rooms are located at the front of the AELEC Stadium and within the Education Building located near the AELEC stabling facilities and competitor area.

Commercial food/drink vendors operate in the Main Arena Stadium.

## Where do I Need to Park?

You are requested to park your vehicle in the public parking area adjacent to the AELEC stadium Arena (see the attached map). Unless you have a "disabled sticker", please don't park in the designated Disabled parking areas, Loading Zone or No Standing Zones as these areas are regularly patrolled by Parking Inspectors and you may receive a Parking Infringement ticket if you are parked in these areas.

## Do I need to attend any training?

To ensure that you are familiar with the event, your role and the substantial AELEC venue, you'll need to attend a 3 hour training session at AELEC on **Saturday 3<sup>rd</sup> October at 2.00pm**. Light refreshments will be provided.

On the **Volunteers Training Day** please assemble at the front north-western entrance of the AELEC Stadium where you'll be met by the friendly AELEC staff. This will provide an overview of the event, OH&S and risk management session in addition to a meet and greet of the NELE events team and other volunteers. It is expected that the training session will conclude no later than 5pm. Attendance at this training session is mandatory as important information will be distributed at this session, and volunteers will become formally inducted in line with the venue's OH&S and risk management policies.

If you can't attend on this day, please contact the Volunteer's Coordinator, Tony Pearson to make alternate arrangements.

## How do I know exactly what to do during the event?

Every day, a series of **Briefing Sessions** will be held for Volunteers. These Briefing Sessions provide details on issues arising, last minute changes and a forum for Volunteers to make suggestions as to how to improve operations at the NELE Event. At these Briefing Sessions we'll ask you to "Sign In" on the designated Volunteer's Attendance Register.

Preliminary details on the Briefing Session times are provided as follows:

### **Thursday 15<sup>th</sup> October 2009 (Day 1)**

A morning briefing will take place at 7.30am in the AELEC Stadium Volunteers Common Room which is located adjacent to the ANZ ATM at the front of the Stadium Arena.

An afternoon briefing will take place at 1.00pm in the AELEC Stadium Volunteers Common Room.

### **Friday 16<sup>th</sup> October 2009 (Day 2)**

A morning briefing will take place at 7.30am in the AELEC Stadium Volunteers Common Room which is located adjacent to the ANZ ATM at the front of the Stadium Arena.

An afternoon briefing will take place at 1.00pm in the AELEC Stadium Volunteers Common Room.

A brief "wash up" review meeting will take place at 6.00pm in the AELEC Stadium Volunteers Common Room.

### **Saturday 17<sup>th</sup> October 2009 (Day 3)**

A morning briefing will take place at 7.30am in the AELEC Stadium Volunteers Common Room which is located adjacent to the ANZ ATM at the front of the Stadium Arena.

An afternoon briefing will take place at 1.00pm in the AELEC Stadium Volunteers Common Room.

A brief "wash up" review meeting will take place at 6.00pm in the AELEC Stadium Volunteers Common Room.

### **Sunday 18<sup>th</sup> October 2009 (Day 4)**

A morning briefing will take place at 7.30am in the AELEC Stadium Volunteers Common Room which is located adjacent to the ANZ ATM at the front of the Stadium Arena.

An afternoon briefing will take place at 1.00pm in the AELEC Stadium Volunteers Common Room.

#### **Is there a post event function?**

All volunteers (from all days) are invited to a thank you barbeque which will be held the weekend of the NELE 2009 event commencing at 6pm on Sunday 18<sup>th</sup> October. This function will be held adjacent to the AELEC Education Building.

A separate invitation will be forwarded to you with full details.

This function will also provide the opportunity for an event debrief and a great chance to catch up with the Event Team and other Volunteers.

#### **What do I need to do if I can't attend my rostered period?**

If you are not able to attend, please contact Tony Pearson or the AELEC administration office asap on (02) 6767 5858 so that a replacement can be organised.

#### **Who do I contact if I need further information?**

Tony Pearson is the Volunteer's Coordinator for this event. Tony can be contacted as follows:

Mobile: (0428)627958  
Email: [tonypearson1@bigpond.com](mailto:tonypearson1@bigpond.com)

Visit the AELEC website, [www.aelec.com.au](http://www.aelec.com.au) for event news and regular updates on the historic NELE event. Alternatively, you can email the AELEC venue management team on [enquiries@aelec.com.au](mailto:enquiries@aelec.com.au)

## VOLUNTEER POSITIONS

<b>Position:</b>	<b>Outdoor Arena Steward</b>
<b>Responsible Co-ordinator:</b>	Arena Ring Master <i>(not a volunteer's position)</i>
<b>No. of Volunteers Required:</b>	6-8 each day
<b>Time Commitment:</b>	Thursday 15 <sup>th</sup> – Sunday 18 <sup>th</sup> October 8.30am – 1.30pm (am shift) 1.00pm – 6.30pm (pm shift)
<b>Role:</b>	<ul style="list-style-type: none"> <li>▪ Ensure adherence to the event timetable</li> <li>▪ Oversee the arena competition area</li> <li>▪ Oversee the arena warm-up area (if available/required)</li> </ul>
<b>Skills Required:</b>	<ul style="list-style-type: none"> <li>▪ Well presented &amp; punctual</li> <li>▪ Have a broad understanding of equestrian competition disciplines</li> <li>▪ Familiarity with the AELEC Venue or willingness to become familiar with the AELEC Venue</li> <li>▪ Ability to take instructions from the Arena Ring Master and the Volunteers Coordinator</li> <li>▪ Good communication skills and have an awareness and sensitivity towards competitors and event officials</li> <li>▪ A friendly, open and inclusive personality</li> </ul>
<b>Clothing/Attire:</b>	<ul style="list-style-type: none"> <li>▪ Clean, comfortable country style clothing (tie for Gents)</li> <li>▪ Hat</li> <li>▪ Comfortable &amp; enclosed footwear</li> </ul>

<b>Position:</b>	<b>NELE Breed Dome Arena Steward</b>
<b>Responsible Coordinator:</b>	Arena Ring Master <i>(not a volunteer's position)</i>
<b>No. of Volunteers Required:</b>	2 each day
<b>Time Commitment:</b>	Thursday 15 <sup>th</sup> – Sunday 18 <sup>th</sup> October 8.30am – 1.30pm (am shift) 1.00pm – 6.30pm (pm shift)
<b>Role:</b>	<ul style="list-style-type: none"> <li>▪ Ensure adherence to the event timetable</li> <li>▪ Oversee the arena competition area</li> <li>▪ Oversee the arena warm-up area (if available/required)</li> </ul>
<b>Skills Required:</b>	<ul style="list-style-type: none"> <li>▪ Well presented &amp; punctual</li> <li>▪ Have a broad understanding of equestrian competition disciplines</li> <li>▪ Familiarity with the AELEC Venue or willingness to become familiar with the AELEC Venue</li> <li>▪ Ability to take instructions from the Arena Ring Master and the Volunteers Coordinator</li> <li>▪ Good communication skills and have an awareness and sensitivity towards competitors and event officials</li> <li>▪ A friendly, open and inclusive personality</li> </ul>
<b>Clothing/Attire:</b>	<ul style="list-style-type: none"> <li>▪ Clean, comfortable country style clothing (tie for Gents)</li> <li>▪ Hat</li> <li>▪ Comfortable &amp; enclosed footwear</li> </ul>

<b>Position:</b>	<b>Stadium Arena Steward</b>
<b>Responsible Coordinator:</b>	Arena Ring Master <i>(not a volunteer's position)</i>
<b>No. of Volunteers Required:</b>	3 each day
<b>Time Commitment:</b>	Thursday 15 <sup>th</sup> – Sunday 18 <sup>th</sup> October Friday 16 <sup>th</sup> October 2009 8.30am – 1.30pm (am shift) 1.00pm – 6.30pm (pm shift) 6.00pm – 10.30pm (evening shift – Friday & Saturday only)
<b>Role:</b>	<ul style="list-style-type: none"> <li>▪ Ensure adherence to the event timetable</li> <li>▪ Oversee the Stadium arena competition area</li> <li>▪ Act as a safety marshall in the Arena Entry (6 O'Clock area)</li> <li>▪ Oversee the arena warm-up area (if available/required)</li> </ul>
<b>Skills Required:</b>	<ul style="list-style-type: none"> <li>▪ Well presented &amp; punctual</li> <li>▪ Have a broad understanding of equestrian competition disciplines</li> <li>▪ Familiarity with the AELEC Venue or willingness to become familiar with the AELEC Venue</li> <li>▪ Ability to take instructions from the Arena Ring Master and the Volunteers Coordinator</li> <li>▪ Good communication skills and have an awareness and sensitivity towards competitors and event officials</li> <li>▪ A friendly, open and inclusive personality</li> </ul>
<b>Clothing/Attire:</b>	<ul style="list-style-type: none"> <li>▪ Clean, comfortable country style clothing (tie for Gents)</li> <li>▪ Hat</li> <li>▪ Comfortable &amp; enclosed footwear</li> </ul>

<b>Position:</b>	<b>Paddock (Tent Pegging) Arena Steward</b>
<b>Responsible Coordinator:</b>	Arena Ring Master <i>(not a volunteer's position)</i>
<b>No. of Volunteers Required:</b>	2 each day
<b>Time Commitment:</b>	Saturday 17 <sup>th</sup> – Sunday 18 <sup>th</sup> October 8.30am – 1.30pm (am shift) 1.00pm – 6.30pm (pm shift)
<b>Role:</b>	<ul style="list-style-type: none"> <li>▪ Ensure adherence to the event timetable</li> <li>▪ Oversee the Paddock Arena competition area</li> <li>▪ Oversee the arena warm-up area (if available/required)</li> </ul>
<b>Skills Required:</b>	<ul style="list-style-type: none"> <li>▪ Well presented &amp; punctual</li> <li>▪ Familiarity with the AELEC Venue or willingness to become familiar with the AELEC Venue</li> <li>▪ Ability to take instructions from the Arena Ring Master and Volunteer's Coordinator</li> <li>▪ Good communication skills and have an awareness and sensitivity towards competitors and event officials</li> <li>▪ A friendly, open and inclusive personality</li> <li>▪ Sense of humour</li> </ul>
<b>Clothing/Attire:</b>	<ul style="list-style-type: none"> <li>▪ Clean, comfortable country style clothing (tie for Gents)</li> <li>▪ Hat</li> <li>▪ Comfortable &amp; enclosed footwear</li> </ul>

<b>Position:</b>	<b>Dressage Marshall</b>
<b>Responsible Coordinator:</b>	Dressage Coordinator/Arena Ring Master <i>(not a volunteer's position)</i>
<b>No. of Volunteers Required:</b>	3
<b>Time Commitment:</b>	Friday 16 <sup>th</sup> October 2009 8.30am – 1.30pm (am shift) 1.00pm – 6.30pm (pm shift) 6.00pm – 10.30pm (evening shift)
<b>Role:</b>	<ul style="list-style-type: none"> <li>▪ Ensure dressage competitors conduct their performance at the correct time</li> <li>▪ Be aware of the dressage draw</li> <li>▪ Advise competitors and officials of any changes to the draw or timetable</li> </ul>
<b>Skills Required:</b>	<ul style="list-style-type: none"> <li>▪ Well presented &amp; punctual</li> <li>▪ Good communication skills</li> <li>▪ Ability to take instructions from the Dressage Coordinator</li> <li>▪ Awareness and sensitivity towards competitors and event officials</li> </ul>
<b>Clothing/Attire:</b>	<ul style="list-style-type: none"> <li>▪ Clean, comfortable country style clothing (tie for Gents)</li> <li>▪ Hat</li> <li>▪ Comfortable &amp; enclosed footwear</li> </ul>

<b>Position:</b>	<b>Dressage Sheet Collector</b>
<b>Responsible Coordinator:</b>	Dressage Coordinator <i>(not a volunteer's position)</i>
<b>No. of Volunteers Required:</b>	3
<b>Time Commitment:</b>	Friday 16 <sup>th</sup> October 2009 8.30am – 1.30pm (am shift) 1.00pm – 6.30pm (pm shift) 6.00pm – 10.30pm (evening shift)
<b>Role:</b>	<ul style="list-style-type: none"> <li>▪ Collect Dressage performance sheets at the conclusion of each performance from all judges</li> <li>▪ Deliver score sheets to scorers via Dressage Coordinator</li> </ul>
<b>Skills Required:</b>	<ul style="list-style-type: none"> <li>▪ Well presented &amp; punctual</li> <li>▪ Good communication skills</li> <li>▪ Discretion</li> <li>▪ Ability to take instructions from coordinator, awareness and sensitivity towards competitors and event officials</li> </ul>
<b>Clothing/Attire:</b>	<ul style="list-style-type: none"> <li>▪ Clean, comfortable country style clothing (tie for Gents)</li> <li>▪ Hat</li> <li>▪ Comfortable &amp; enclosed footwear</li> </ul>

<b>Position:</b>	<b>Dressage Gear Checker</b>
<b>Responsible Coordinator:</b>	Dressage Coordinator <i>(not a volunteer's position)</i>
<b>No. of Volunteers Required:</b>	3
<b>Time Commitment:</b>	Friday 16 <sup>th</sup> October 2009 8.30am – 1.30pm (am shift) 1.00pm – 6.30pm (pm shift) 6.00pm – 10.30pm (evening shift)
<b>Role:</b>	<ul style="list-style-type: none"> <li>▪ Ensure that each competitor obtains a gear check prior to the commencement of their dressage test</li> <li>▪ Be aware of the current Dressage Competition Rules (copy of rules will be provided)</li> <li>▪ Ensure that riders are complying with the competition rules</li> <li>▪ Advise competitors if gear needs to be altered</li> </ul>
<b>Skills Required:</b>	<ul style="list-style-type: none"> <li>▪ Well presented &amp; punctual</li> <li>▪ Good communication skills</li> <li>▪ Friendly attitude</li> <li>▪ Familiarity with Dressage rules</li> <li>▪ Ability to take instructions from the Dressage Coordinator, awareness and sensitivity towards competitors and event officials</li> </ul>
<b>Clothing/Attire:</b>	<ul style="list-style-type: none"> <li>▪ Clean, comfortable country style clothing (tie for Gents)</li> <li>▪ Hat</li> <li>▪ Comfortable &amp; enclosed footwear</li> </ul>

<b>Position:</b>	<b>Dressage Penciller</b>
<b>Responsible Coordinator:</b>	Dressage Coordinator <i>(not a volunteer's position)</i>
<b>No. of Volunteers:</b>	3
<b>Time Commitment:</b>	Friday 16 <sup>th</sup> October 2009 8.30am – 1.30pm (am shift) 1.00pm – 6.30pm (pm shift) 6.00pm – 10.30pm (evening shift)
<b>Role:</b>	<ul style="list-style-type: none"> <li>▪ Write judges comments and scores for each dressage test, in a clear and legible manner</li> <li>▪ Ensure that each competition entry has obtained a score, judges sheet contains all relevant rider information, errors have be marked in sheet and that the judge has signed sheet</li> <li>▪ Keep track of competitors and ensure timetable is adhered to</li> <li>▪ Be familiar with the event timetable</li> <li>▪ Have a solid understanding of dressage competition</li> </ul>
<b>Skills Required:</b>	<ul style="list-style-type: none"> <li>▪ Well presented &amp; punctual</li> <li>▪ Excellent communication skills</li> <li>▪ Discretion</li> <li>▪ Well developed and legible writing skills</li> <li>▪ Ability to take instructions from judges and Dressage Coordinator</li> <li>▪ Awareness and sensitivity towards competitors and event officials</li> </ul>
<b>Clothing/Attire:</b>	<ul style="list-style-type: none"> <li>▪ Clean, comfortable country style clothing (tie for Gents)</li> <li>▪ Hat</li> <li>▪ Comfortable &amp; enclosed footwear</li> </ul>

<b>Position:</b>	<b>Arena Maintenance</b>
<b>Responsible to:</b>	Arena Ring Master <i>(not a volunteer's position)</i>
<b>No. of Volunteers Required:</b>	3 per day
<b>Time Commitment:</b>	Thursday 15 <sup>th</sup> – Sunday 18 <sup>th</sup> October 8.30am – 1.30pm (am shift) 1.00pm – 6.30pm (pm shift) 6.00pm – 10.30pm (evening shift)
<b>Role:</b>	<ul style="list-style-type: none"> <li>▪ Grade arenas, using a tractor or Gator provided</li> <li>▪ Grade arenas at designated intervals to specified standards and requirements</li> </ul>
<b>Skills Required:</b>	<ul style="list-style-type: none"> <li>▪ Well presented &amp; punctual</li> <li>▪ Ability to drive an AELEC tractor and/or Gator</li> <li>▪ Current drivers licence</li> <li>▪ Understanding of general arena requirements</li> <li>▪ Ability to take instructions from the Arena Ring Master and Event Coordinators and have an awareness and sensitivity towards spectators, competitors and event officials</li> </ul>
<b>Clothing/Attire:</b>	<ul style="list-style-type: none"> <li>▪ Clean, comfortable country style clothing (tie for Gents)</li> <li>▪ Hat</li> <li>▪ Comfortable &amp; enclosed footwear</li> </ul>

<b>Position:</b>	<b>Showjumping Assistants</b>
<b>Responsible Coordinator:</b>	Showjumping Coordinator Show Hunter Coordinator ( <i>not volunteer's positions</i> )
<b>No. of Volunteers Required:</b>	8 each day
<b>Time Commitment:</b>	Thursday 15 <sup>th</sup> – Saturday 17 <sup>th</sup> October 8.30am – 1.30pm (am shift) 1.00pm – 6.30pm (pm shift) 6.00pm – 10.30pm (evening shift)
<b>Role:</b>	<ul style="list-style-type: none"> <li>▪ Assist course designer(s) and builders with setting up courses</li> <li>▪ Make adjustments to obstacles as required, eg pick up poles</li> <li>▪ Assist with marshalling of competitors</li> </ul>
<b>Skills Required:</b>	<ul style="list-style-type: none"> <li>▪ Well presented &amp; punctual</li> <li>▪ Familiarity with EFA Show Jumping rules, experience with showjumping course design and/or building</li> <li>▪ Ability to take instructions from coordinator, awareness and sensitivity towards competitors and event officials</li> <li>▪ Good communication skills and friendly attitude</li> </ul>
<b>Clothing/Attire:</b>	<ul style="list-style-type: none"> <li>▪ Clean, comfortable country style clothing (tie for Gents)</li> <li>▪ Hat</li> <li>▪ Comfortable &amp; enclosed footwear</li> </ul>

<b>Position:</b>	<b>Ticketing Controller</b>
<b>Responsible Coordinator:</b>	Ticketing Coordinator <i>(not a volunteer's position)</i>
<b>No. of Volunteers Required:</b>	8
<b>Time Commitment:</b>	Thursday 15 <sup>th</sup> – Sunday 18 <sup>th</sup> October 8.30am – 1.30pm (am shift) 1.00pm – 6.30pm (pm shift) 6.00pm – 10.30pm (evening shift)
<b>Role:</b>	<ul style="list-style-type: none"> <li>▪ Ensure that patrons have their relevant Pass to enter the AELEC Stadium Arena</li> <li>▪ Welcome patrons and competitors to the event</li> <li>▪ Answer general event and venue related enquiries</li> </ul>
<b>Skills Required:</b>	<ul style="list-style-type: none"> <li>▪ Well presented &amp; punctual</li> <li>▪ Well developed computer skills</li> <li>▪ Good communication skills</li> <li>▪ Friendly attitude</li> <li>▪ Ability to take instructions from coordinator</li> <li>▪ Awareness and sensitivity towards competitors and event officials</li> </ul>
<b>Clothing/Attire:</b>	<ul style="list-style-type: none"> <li>▪ Clean, comfortable country style clothing (tie for Gents)</li> <li>▪ Hat</li> <li>▪ Comfortable &amp; enclosed footwear</li> </ul>

<b>Position:</b>	<b>VIP Assistant</b>
<b>Responsible Coordinator:</b>	Hospitality Coordinator <i>(not a volunteer's position)</i>
<b>No. of Volunteers Required:</b>	4 each day
<b>Time Commitment:</b>	Thursday 15 <sup>th</sup> – Sunday 18 <sup>th</sup> October TBA
<b>Role:</b>	<ul style="list-style-type: none"> <li>▪ Ensure that patrons have their relevant pass to enter the VIP and Judges Hospitality areas</li> <li>▪ Welcome officials, sponsors and VIPs into the VIP area</li> <li>▪ Advise the caterer or hospitality coordinator if issues arise</li> </ul>
<b>Skills Required:</b>	<ul style="list-style-type: none"> <li>▪ Well presented &amp; punctual</li> <li>▪ Good communication skills</li> <li>▪ Friendly attitude</li> <li>▪ Ability to take instructions from the Coordinator and Event Caterer</li> <li>▪ Awareness and sensitivity towards competitors and event officials</li> </ul>
<b>Clothing/Attire:</b>	<ul style="list-style-type: none"> <li>▪ Clean, comfortable country style clothing (tie for Gents)</li> <li>▪ Hat</li> <li>▪ Comfortable &amp; enclosed footwear</li> </ul>

<b>Position:</b>	<b>Sales Assistant</b>
<b>Responsible Coordinator:</b>	Merchandise Coordinator <i>(not a volunteer's position)</i>
<b>No. of Volunteers Required:</b>	4
<b>Time Commitment:</b>	Thursday 15 <sup>th</sup> – Sunday 18 <sup>th</sup> October TBA
<b>Role:</b>	<ul style="list-style-type: none"> <li>▪ Serve customers</li> <li>▪ Handle cash</li> <li>▪ Administer cash float</li> </ul>
<b>Skills Required:</b>	<ul style="list-style-type: none"> <li>▪ Well presented &amp; punctual</li> <li>▪ Good communication skills</li> <li>▪ Cash handling</li> <li>▪ Friendly attitude</li> <li>▪ Ability to take instructions from Coordinator</li> <li>▪ Awareness and sensitivity towards spectators</li> </ul>
<b>Clothing/Attire:</b>	<ul style="list-style-type: none"> <li>▪ Clean, comfortable country style clothing (tie for Gents)</li> <li>▪ Hat</li> <li>▪ Comfortable &amp; enclosed footwear</li> </ul>

<b>Position:</b>	<b>Breed Village Marshall</b>
<b>Responsible Coordinator:</b>	Breed Village Coordinator <i>(not a volunteer's position)</i>
<b>No. of Volunteers Required:</b>	2 each day
<b>Time Commitment:</b>	Thursday 15 <sup>th</sup> – Sunday 18 <sup>th</sup> October 8.30am – 1.30pm (am shift) 1.00pm – 6.30pm (pm shift)
<b>Role:</b>	<ul style="list-style-type: none"> <li>▪ Answer general spectator and exhibitor queries regarding the Breed Village and the AELEC Venue</li> </ul>
<b>Skills Required:</b>	<ul style="list-style-type: none"> <li>▪ Well presented &amp; punctual</li> <li>▪ Good communication skills</li> <li>▪ Friendly attitude</li> <li>▪ Ability to take instructions from the Breed Village Coordinator</li> <li>▪ Awareness and sensitivity towards event officials, exhibitors and competitors</li> </ul>
<b>Clothing/Attire:</b>	<ul style="list-style-type: none"> <li>▪ Clean, comfortable country style clothing (tie for Gents)</li> <li>▪ Hat</li> <li>▪ Comfortable &amp; enclosed footwear</li> </ul>

<b>Position:</b>	<b>Field Day Marshall</b>
<b>Responsible Coordinator:</b>	Field Day Coordinator <i>(not a volunteer's position)</i>
<b>No. of Volunteers Required:</b>	2 each day
<b>Time Commitment:</b>	Thursday 15 <sup>th</sup> – Sunday 18 <sup>th</sup> October 8.30am – 1.30pm (am shift) 1.00pm – 6.30 pm (pm shift)
<b>Role:</b>	<ul style="list-style-type: none"> <li>▪ Answer general spectator and exhibitor queries regarding the Small Farm Display Area and the AELEC Venue</li> </ul>
<b>Skills Required:</b>	<ul style="list-style-type: none"> <li>▪ Well presented &amp; punctual</li> <li>▪ Good communication skills</li> <li>▪ Friendly attitude</li> <li>▪ Ability to take instructions from the Field Day Coordinator</li> <li>▪ Awareness and sensitivity towards event officials, exhibitors and competitors</li> </ul>
<b>Clothing/Attire:</b>	<ul style="list-style-type: none"> <li>▪ Clean, comfortable country style clothing (tie for Gents)</li> <li>▪ Hat</li> <li>▪ Comfortable &amp; enclosed footwear</li> </ul>

<b>Position:</b>	<b>Show Hunter Ring Penciller</b>
<b>Responsible Coordinator:</b>	Show Hunter Coordinator <i>(not a volunteer's position)</i>
<b>No. of Volunteers Required:</b>	6 each day
<b>Time Commitment:</b>	Saturday 17 <sup>th</sup> – Sunday 18 <sup>th</sup> October 8.30am – 1.30pm (am shift) 1.00pm – 6.30pm (pm shift) 6.00pm – 10.30pm (evening shift – Saturday only)
<b>Role:</b>	<ul style="list-style-type: none"> <li>▪ Write competition results in a clear and legible manner</li> <li>▪ Keep track of competitors and ensure timetable is adhered to</li> <li>▪ Assist Judges in sashing winners</li> </ul>
<b>Skills Required:</b>	<ul style="list-style-type: none"> <li>▪ Excellent communication skills</li> <li>▪ Well presented &amp; punctual</li> <li>▪ Well developed and legible writing skills</li> <li>▪ Ability to take instructions from judges and Show Hunter Coordinator</li> <li>▪ Awareness and sensitivity towards competitors and event officials</li> </ul>
<b>Clothing/Attire:</b>	<ul style="list-style-type: none"> <li>▪ Clean, comfortable country style clothing (tie for Gents)</li> <li>▪ Hat</li> <li>▪ Comfortable &amp; enclosed footwear</li> </ul>

<b>Position:</b>	<b>Lecture Theatre Coordinator</b>
<b>Responsible Coordinator:</b>	Education Coordinator ( <i>not a volunteer's position</i> )
<b>No. of Volunteers Required:</b>	2 each day
<b>Time Commitment:</b>	Saturday 17 <sup>th</sup> – Sunday 18 <sup>th</sup> October TBA
<b>Role:</b>	<ul style="list-style-type: none"> <li>▪ Answer general spectator and exhibitor queries regarding the Breed Village and the AELEC Venue</li> <li>▪ Ensure adherence to the event timetable</li> <li>▪ Oversee the Lecture Theatre demonstration area</li> </ul>
<b>Skills Required:</b>	<ul style="list-style-type: none"> <li>▪ Excellent communication skills</li> <li>▪ Well presented &amp; punctual</li> <li>▪ Friendly attitude</li> <li>▪ Ability to take instructions from the Education Coordinator</li> <li>▪ Awareness and sensitivity towards presenters, competitors and event officials</li> </ul>
<b>Clothing/Attire:</b>	<ul style="list-style-type: none"> <li>▪ Clean, comfortable country style clothing (tie for Gents)</li> <li>▪ Hat</li> <li>▪ Comfortable &amp; enclosed footwear</li> </ul>

**2009 NELE**  
**15<sup>th</sup> – 18<sup>th</sup> October**

**VOLUNTEER REGISTRATION FORM**

I am able to assist at the **2009 National Equine and Livestock Exhibition** to be held at the Australian Equine and Livestock Events Centre (AELEC) in October 2009.

**Name:** .....

**Address:** .....

**Town/City:** ..... **State:** ..... **Postcode:** .....

**Daytime Ph:** ..... **Fax:** .....

**Mobile Ph:** ..... **Email:** .....

I am available on the following dates:

**NELE Shift Times:**

- |  |  |
|--|--|
| <input type="checkbox"/> Thursday 15 <sup>th</sup> | ▪ <b>am shift:</b> 8.30am – 1.30pm       |
| <input type="checkbox"/> Friday 16 <sup>th</sup>   | ▪ <b>pm shift:</b> 1.00pm – 6.30 pm      |
| <input type="checkbox"/> Saturday 17 <sup>th</sup> | ▪ <b>evening shift:</b> 6.00pm – 10.30pm |
| <input type="checkbox"/> Sunday 18 <sup>th</sup>   |  |

I am interested in the following shift times: (please circle)

- Thursday 15<sup>th</sup> – am/pm/evening  
Friday 16<sup>th</sup> – am/pm/evening  
Saturday 17<sup>th</sup> – am/pm/evening  
Sunday 18<sup>th</sup> – am/pm/evening

I am interested in the following positions: - (please list in order of preference):

.....  
.....  
.....  
.....

**APPLICATION TO WORK WITH AELEC AS A VOLUNTEER  
EXPLANATION OF PURPOSE OF VOLUNTEER APPLICANT & PERSONNEL PARTICULARS FORM**

*This form is to be completed by persons who are applying to undertake voluntary activities on behalf of or in consultation with Tamworth Regional Council (Council) & the Australian Equine & Livestock Events Centre (AELEC).*

*It is designed to elicit appropriate information from the volunteer to assist Council & AELEC in determining the suitability of the volunteer for the task. It also assists in identifying the training and safety equipment required in accordance with AELEC & Councils Risk Management strategies and Occupational Health & Safety requirements.*

**Applicant Details**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Note: if applicant is under the age of 18 a parent or guardian must co-sign this application and the volunteer must be supervised at all times by a responsible adult.

Close relative to be contacted in case of emergency:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Type of volunteer work application is made for: 2009 NELE Event

Skills held in relation to this task. \_\_\_\_\_

**Referees:**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

**Applicant Declaration**

- I agree to AELEC/Council conducting probity checks (where appropriate) in accordance with the protection of children legislation.
- I agree to referees being contacted in relation to this application to provide voluntary services to AELEC/Council.
- I agree to work under the guidance and supervision of the AELEC/Council employee responsible for the area of work for which I have applied.
- I agree to use the tools and protective equipment specified in this application.
- I agree to contact the AELEC/Council employee designated if I intend to vary the nature of work specified in this application, or if I experience any problems with the work I am undertaking.
- I understand that AELEC/Council may terminate my volunteering services if I do not comply with any aspect of this agreement.
- I agree to inform AELEC/Council of any injuries sustained whilst undertaking volunteering activities.
- I understand that all claims for any medical costs incurred as a result of my volunteering activities will be made upon my own medical fund.
- I am willing to undertake any training deemed necessary by AELEC/Council in relation to my volunteering services to ensure that I comply with all policies and legislative obligations of Council.
- I understand that as a volunteer I am expected to maintain the same standards of confidentiality, courtesy and organisational discipline as AELEC/Council's paid employees.
- I agree to work in a constructive and cooperative way with Council staff, and comply with any safety procedures requested.
- I understand that I am volunteering my services to AELEC/Council and will not receive remuneration for my services, and that I will inform council when I no longer wish to be considered for further volunteering activities.

Signed: \_\_\_\_\_ Date: ...../...../.....

**Office Use Only**

Protective tools & equipment to be provided: \_\_\_\_\_

The applicant is approved for the work specified in the form.

Signed: \_\_\_\_\_ Date: ...../...../.....  
AELEC Venue Manager

- Signed copy of form to be returned to applicant and placed on file.
- Form posted to applicant.
- Form placed on file.
- Volunteer tools and protective equipment register completed.

Signed: \_\_\_\_\_ Date: ...../...../.....

The personal information provided in this document is protected under the Privacy and Personal Information Protection Act, 1998. The PPIPA provides for the protection of personal information, and for the privacy of individuals.

The (insert council name) Shire Council must not disclose your personal information to any person or body if it is not directly related to the purpose for which the information was collected.

If you have a complaint, or require further information about the collection and use of personal information, please contact Council's privacy officer

***Thankyou for your interest and support***

Please complete and return the three (3) pages of this form by 11<sup>th</sup> September 2009 by faxing to (02) 6767 5850 emailing to [enquiries@aelec.com.au](mailto:enquiries@aelec.com.au) or posting to AELEC, PO BOX 503 Tamworth NSW 2340.