



# CMCA 35th National Rally Bingara NSW



Bingara Showgrounds, Bowen St, Bingara NSW

17-24 October 2021

## VOLUNTEER APPLICATION

Family Name: \_\_\_\_\_ Preferred Name: \_\_\_\_\_

CMCA No: \_\_\_\_\_ Mobile: \_\_\_\_\_

Partner's Family Name: \_\_\_\_\_ Preferred Name: \_\_\_\_\_

CMCA No: \_\_\_\_\_ Mobile: \_\_\_\_\_

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

Postcode: \_\_\_\_\_

Email: *(please print)*: \_\_\_\_\_

Is your RV self-contained?      Yes      No

How many days can you be self-contained? \_\_\_\_\_

Qualification/skills/experiences *(briefly)* \_\_\_\_\_

Have you volunteered at a rally before?      Yes      No. If yes, please provide the location and tasks performed at your last three rallies.

1. \_\_\_\_\_ task \_\_\_\_\_

2. \_\_\_\_\_ task \_\_\_\_\_

3. \_\_\_\_\_ task \_\_\_\_\_

Preferred tasks at the rally (please read summary of tasks listed over page)

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

**A member who volunteers for a role at a rally must be fit enough to carry out the duties associated with the assigned role or work area.**

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

Shirt size: \_\_\_\_\_ Long sleeve      Yes      No

Hat size: *(new volunteers only)* \_\_\_\_\_

## VOLUNTEERING

As a volunteer you will be part of a team working under the supervision of a Coordinator, organiser or team leader.

For some tasks you will need to have a high level of fitness and ability to stand for lengthy periods.

Most volunteers will find it necessary to use a 2 way radio efficiently.

All volunteers need to be able to understand and follow instructions, speak clearly, concisely and diplomatically deal with the rally participant's problems. Good personal appearance and hygiene are essential.

All volunteers receive a volunteer shirt. First Time volunteers also receive a hat. Volunteers are entitled to lunch on the day that they work. Volunteer partners are welcome to accompany them to any special volunteer events.

Volunteers arrive at the rally site at the date indicated on their volunteer entry letter.

### All applicants will receive a letter with one of the following:

- Those successful will be informed of the area they are working in and their entry time to the rally site.
- Those unsuccessful will be placed on an emergency list and will be notified if a vacancy becomes available.

Some requirements of the various jobs are listed below, for greater detail contact the rally manager.

<p><b>ADMINISTRATION</b> Assist with general office duties, e.g. photo copying, notice preparation. Need to be computer literate and have skills in use of office machines.</p>	<p><b>ERT</b> Supervise entry gates. Supervise within the evening entertainment. Ability to speak clearly on the radio.</p>
<p><b>CATERING</b> Prepare volunteer lunches. Assist with general catering requirements. Prepare and supervise member's morning tea if part of morning tea team.</p>	<p><b>FIRST AID</b> First Aid Certificate required. Provide first aid assistance to injured or ill members.</p>
<p><b>CLEANING</b> General cleaning of amenities and grounds, including mopping, vacuuming, bathroom &amp; toilet cleaning etc.</p>	<p><b>INFORMATION</b> Knowledge of rally program and the rally site. Excellent communication skills.</p>
<p><b>CRAFT</b> Ability to teach a craft to a small group of participants. Teach a task that you are skilled at. Prepare craft kits for the participants.</p>	<p><b>MAINTENANCE</b> Collect rubbish, grey water collection (where applicable). Lay out water lines. Set up power boxes.</p>
<p><b>CHAPTER STAND</b> Promote the benefits of belonging to a chapter. Good communication skills and knowledge of chapter structure.</p>	<p><b>PHOTOGRAPHY</b> Collect photos entered in the photographic competition. Organise the photographic display and voting procedure.</p>
<p><b>CMCA SHOP</b> Selling CMCA merchandise in the trade building. Confidence in handling money.</p>	<p><b>MEET &amp; GREET</b> Welcome members on entry to site, distribute window cards. Prepare rally packs.</p>
<p><b>DISC BOWLS</b> Knowledge of preparation and organisation involved prior to the competition. Knowledge of disc bowls and the rules.</p>	<p><b>SEMINARS &amp; WORKSHOPS</b> Prepare seminar rooms. Meet the presenter, introduce and thank the presenter. Keep the venue clean and tidy.</p>
<p><b>DOG SITTERS</b> Caring for dogs in a friendly manner</p>	<p><b>SITING</b> Mark out sites. Site vehicles. Give basic site instructions re water and power.</p>
<p><b>DANCE: Rock n Roll or Line dancing.</b> Conduct sessions to provide basic instruction. Provide music and the ability to operate a sound system. Ability to operate a portable sound system.</p>	<p><b>TRADE</b> Set our trade sites according to plan, indoor and outdoor. Locate traders onto their site. General supervision of trade area. Supervise the food area and keep venue neat and tidy.</p>
<p><b>ENTERTAINMENT</b> Set up seating requirements for entertainment area, including chapter banners, assist with audio visual equipment.</p>	<p><b>TRANSPORT</b> Drive on-site mini buses (LR licence required) Drive Member Benefits car (non emergency vehicle) Drive buses on town route to shopping centre.</p>

Contact: Jo Tremain, rally manager M: 0412 097 377 E: [bingararallymanager@gmail.com](mailto:bingararallymanager@gmail.com)