



TSB Bank 
**WOMEN'S
SURF
FESTIVAL**

VOLUNTEER APPLICATION
26 April – 1 May, 2011
FITZROY BEACH, NEW PLYMOUTH

Please read this form carefully, complete all the required fields and return it **by 5pm Friday 25th March, 2011.**

Late applications may not be accepted. Applicants are not guaranteed volunteer work and Festival Organisers shall appoint positions as deemed suitable.

PLEASE NOTE: You must be able to attend a TSB Bank Women's Surf Festival briefing in New Plymouth, these briefings will occur between the dates of 18 – 21 April, 2011.

The volunteer recruitment process is:

- Volunteer applications will be assessed after the closing date.
- TSB Bank Women's Surf Festival team leaders may contact volunteers to arrange an interview.
- Suitability will be assessed and an email or letter informing the applicant of their placement - or not - will be sent along with a contract outlining obligations for both parties and the area of voluntary work (if relevant).
- Volunteers will be required to attend training and health and safety induction lessons.
- TSB Bank Women's Surf Festival will provide each volunteer with a roster and uniform.

Introduction

The TSB Bank Women's Surf Festival will run from Tuesday 26 April to Sunday 1 May, based at Fitzroy Beach. This week long event will appeal to surfers and non-surfers alike with national and international surf competitions, and festival activities to entice the wider public audience.

The TSB Bank Women's Surf Festival features two events:

Event 1: NZ Women's Open

Event 2: ASP Women's World Tour (WT)

Volunteers have an important role in the delivery of the day to day operations of an event. We envisage approximately 50 volunteers that will help with traffic control, security, site logistics, media and marketing (to name a few) - all of which will contribute significantly to the success of this event. We appreciate the time and effort that volunteers put into their roles and we acknowledge you in advance for your application.

Please carefully read this application and complete all aspects.

VOLUNTEER PERSONAL DETAILS

Surname: _____

First Name: _____

Date of birth: ____ / ____ / ____ Age: ____ Gender: Male ____ Female: ____

Address: _____

City: _____ Post Code: _____

Phone (h): _____ Phone (w): _____

Mobile: _____ Email: _____

Emergency Contact: _____

When are you available? Please circle all available dates and times (please note that times below may vary from finalised work roster).

Lead To Event

Mon 25 April: 7am-12pm, 12pm-5pm

During the Festival

Tues 26 April: 7am-12pm, 12pm-5pm

Fri 29 April: 7am-12pm, 12pm-5pm

Wed 27 April: 7am-12pm, 12pm-5pm

Sat 30 April: 7am-12pm, 12pm-5pm

Thur 28 April: 7am-12pm, 12pm-5pm

Sun 1 May: 7am-12pm, 12pm-5pm (reserve day)

Volunteer skills/ experience:

Do you have any of the skills/ experience/ qualifications listed below?

General skills

<ul style="list-style-type: none">• Current first aid certificate	<ul style="list-style-type: none">• Child Care
<ul style="list-style-type: none">• Cash handling	<ul style="list-style-type: none">• Customer service
<ul style="list-style-type: none">• Basic admin	<ul style="list-style-type: none">• Art/craft skills
<ul style="list-style-type: none">• Drivers licence	<ul style="list-style-type: none">• Marketing
<ul style="list-style-type: none">• Media liaison	<ul style="list-style-type: none">• Management/ team supervision
<ul style="list-style-type: none">• Handyman/DIY skill	<ul style="list-style-type: none">• Computer/data entry
<ul style="list-style-type: none">• Surf Lifesaving Certificates	<ul style="list-style-type: none">• Surf Coaching Certificates

Other skills/experience/qualifications: please list

Volunteer T-Shirt Size:

Please circle appropriate size:

Male: S M L XL XXL Female: S M L XL XXL

Volunteer areas

Please indicate the areas that you would like to volunteer for.

Nominate your areas of preference. Please rank the options using 1, 2 or 3 (1 being your first preference and 3 being your last choice).

Please note that you may be required to do several different jobs during your shift, however we will endeavour to keep you in roles that you desire.

BEFORE THE FESTIVAL (Mon 25 April, 2011)

Admin /Logistics support Assistant

Pack in Team General hand

DURING THE FESTIVAL (Tues 26 April - Sun 1 May, 2011)

Accreditation Assistants

Marketing / PR Conducting audience survey
Media centre assistant
Runner

Surf Festival HQ Hospitality assistant
Security

Zero waste Green team - rubbish collector
Green team - recycling station attendant

Site Logistics Traffic Marshalls/Car parking assistants
Toilet cleaning
Site Pack In/Pack Down
Drivers

Medical Team On-site Doctor

Disabled Surfing Have a Go Day (Thur April 28th) Pack in/out volunteers
Surf instructor assistants (must be prepared to go into the water and attend training days - dates tbc)
Participant co-ordinators (on-beach).

VOLUNTEER CONDITIONS

The festival places trust in and around our volunteers to assist us in presenting a quality experience to an audience of thousands. To ensure that all areas of the festival run smoothly and efficiently, we rely on you as a volunteer to turn up and work your allocated shifts.

When working at the festival the volunteer agrees to abide by the companies rules and policies and follow health and safety procedures.

I hereby agree to:

- Abide by the companies rules and policies in the positions job description.
- Follow the health and safety procedures.
- Must be available to complete all rostered hours of volunteer work and a minimum of 6 hours a day. (This does not include training sessions or briefings).

I understand that if I do not fulfil my part of the agreement, I will not be allowed into the closing function.

In the event of accident, misadventure or illness, I will contact the festival as early as circumstances allow so that a replacement may be found for my roster.

If offered a volunteer position, I agree to abide by the above conditions.

Signed: _____ **Date** _____

Please return completed form by 5pm Friday 25 March 2011 to:

ATTN Nicola Chung
Sport Taranaki
PO Box 5049
Yarrow Stadium
Maratahu St
New Plymouth
New Zealand

OR

Email to:
nicola@sporttaranaki.org.nz