

RESPONSIBILITY AGREEMENT FORM SHOW DAY VOLUNTEERS



Thank you for agreeing to be a volunteer at the 2026 Doveton Show. Volunteers have an important role in our service. Volunteer Show Day positions involve assisting with event operations, engaging with visitors and working as a team to create a safe, welcoming and family-friendly day out.

This Volunteer Responsibility Agreement has been developed to ensure that volunteers fully understand their role, rights and responsibilities and that show day attendees are provided with the best possible services.

THIS AGREEMENT is made between the Doveton Show Committee and Volunteers, working in the position of Show Day Volunteer at Myuna Farm on 20/09/2026.

Induction

All volunteers are required to attend an induction before show day. This is normally held on the Saturday before show day at Myuna Farm. The induction will cover a farm tour, safety procedures, welcome and show day briefing.

Withdrawal of Volunteering

Four (4) days' notice is requested to assist with rostering and ensure proper show-day coverage.

Duties

The volunteer may carry out one or more of the duties as outlined below :

- Ticket Booth Operators –includes EFTPOS ticket sales
- Assisting with Queue Monitoring
- Concierge – ‘ask me’ roaming customer service and support volunteers
- Set up/Pack Down – assisting with pre and post-event setup, and pack down
- Clean Up – assisting with post-show day clean up and event pack down
- Mascots – wear mascot outfit to be roaming entertainment on Myuna farm
- Refreshment Runners – delivering refreshments to volunteers at fixed stations

You will need to acquaint yourself with the organisations policies and procedures and work within these requirements and structure. You will be required to abide by all policies set by the organisation.

Remuneration

Volunteers will be provided with 6 free ride tickets for their time on show day. Additionally, volunteers will be offered refreshments/lunch and water throughout the day. Additionally, all volunteers will be issued a volunteering certificate post-event. No monetary remuneration or reimbursements are provided for volunteering on show day.

Hours of Work

The normal hours of work will be set out as per the roster prepared by the program coordinator.

If the volunteer is unable to work any of the rostered hours he/she is requested (if possible) to provide 4 days' notice to the program coordinator.



Insurance

The Doveton Show Inc. maintains the required insurance to cover volunteers while carrying out their volunteer duties on show day.

Code of Behaviour

The volunteer is a representative of the Doveton Show Committee and is therefore required to conduct themselves in a manner that is deemed appropriate and customer focused.

Grievance Procedure/Dispute Procedure

All volunteers will abide by the Doveton Show Inc Rules which stipulate the procedure for any grievance or dispute.

Support and Orientation

The program coordinator (or representative) will hold an induction session for volunteers. The provision of the initial induction aims to clarify expectations, followed by support needed to successfully undertake volunteer roles. Volunteers may approach the program coordinator at any time to further clarify or discuss an issue.

If you are interested in general community volunteering contact South East Volunteers for more information about their Introduction to Volunteering sessions.

A Doveton Show Volunteering Information Pack will be forwarded to all rostered volunteers which outlines Arrival and Departure Instructions, relevant Doveton Show Policies and Procedures eg: Doveton Show Child Safe Standards & Policy, Disruptive and Aggressive Patron Policy etc, Outline of Job Descriptions and Frequently Asked Questions. To volunteer as a Show Day Volunteer, you are required to familiarise yourself with all the information, policies, and procedures to ensure your own success in the role and help the team run a safe, smooth event.

Working With Children's Check

All staff and volunteers aged 18 and older must hold a valid Working with Children Check (WWCC). Verification will be conducted prior to the event.

We take child safety seriously. If you have any concerns or wish to make a report, please reach out to our dedicated Child Safety Officer.

Volunteer Agreement and Expression of Interest Form of Show Day Volunteers

All volunteers are required to complete the Expression of Interest Form and supply all the required current documentation prior to Show Day.

By submitting the Expression of Interest Form you confirm that:

- you have read and accept the terms of the Volunteer Responsibility Agreement.
- your digital acknowledgement stands as a physical signature and that you voluntarily commit to the responsibilities and codes of conduct in the Volunteer Responsibility Agreement Form.