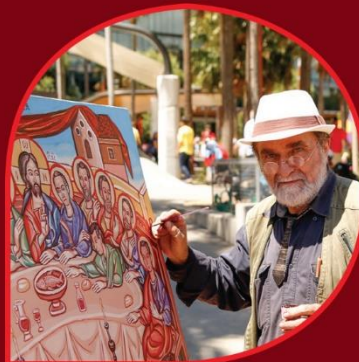


# Serbian Festival SYDNEY

2016

## VOLUNTEER INFORMATION KIT

Become an imperative piece of the exuberant story that is the largest Serbian festival in the Serbian diaspora.



[www.serbianfestival.com.au](http://www.serbianfestival.com.au)



# SERBIAN FESTIVAL SYDNEY 2016

## VOLUNTEER INFORMATION KIT

Thank you for your interest in becoming a Volunteer at the Serbian Festival at Darling Harbour in conjunction with the Serbian Orthodox Youth Association! Your invaluable support plays a major role in making this festival a success!

### **About Serbian Orthodox Youth Association Inc. (SOYA)**

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Serbian Orthodox Youth Association Inc. (SOYA) was formed to unite the Serbian youth of Australia and New Zealand under the guidance of our Holy Orthodox Church and Patron Saint, Saint Nicholai of Zhicha.

SOYA aims to create and maintain a variety of spiritual, cultural, educational and athletic programs to enrich the souls, minds and bodies of young Serbs while collectively developing a greater knowledge of their holy faith, history and traditions.

For more information about SOYA, please visit [www.soya.org.au](http://www.soya.org.au).

### **About the Serbian Festival – Darling Harbour**

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The Serbian Festival is an initiative of the Serbian Orthodox Metropolitanate of Australia and New Zealand and coordinated by SOYA. Serbian Festival Sydney aims to promote Serbian cultural traditions through dance, music, food and live performances.

The festival is held at Tumbalong Park, Darling Harbour, during the month of February each year and is set to become one of the largest Serbian cultural festivals held across Australia.

The inaugural Serbian Festival was held in 2013 on the 9th and 10th of February.

For more information about the Serbian Festival and volunteering, please visit [www.serbianfestival.com.au](http://www.serbianfestival.com.au) and select the 'Volunteers' tab.

## VOLUNTEER FAQs

### Things to know before the festival

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#### **How do I register to be a volunteer?**

Please fill out the 'Volunteer Participation Agreement & Privacy Declaration' and the 'Volunteer Application Form' and return them to the Serbian Festival Organising Committee. (Please see page 6-8)

#### **How old do I have to be to volunteer?**

The minimum age is 16.

#### **How do I know for which location and role I will be registering?**

The 'Volunteer Application Form' lists the various roles that you are able to apply for as a volunteer. Please mark this on your application and select your preferred time to volunteer.

#### **What if I want to volunteer at the same location and in the same role as friend(s) or family member(s)?**

We are happy to put you with other family or friends. All you have to do is choose a group name (e.g. Information booth, Bump-in crew, etc.) and likewise, all members of your family or group will need to write this on the 'Volunteer Application Form'. We will then try our very best to accommodate all members of your group at the same location with the same role.

#### **When will I be receiving the final details for the festival weekend?**

We will be posting details about the festival during January 2016. This will contain all important festival day details that you will need to know such as:

- Festival Day Roster (start time, location, role, who to report to, how to get there & important information)
- Festival Ground's Map (showing you where to Check-In)

#### **Will we meet prior to the festival?**

Yes, however this will not be formal. We are holding a 'Meet The Team Picnic' on **Sunday 17<sup>th</sup> January 11am-6pm** at St Sava Church, 5 Wilson Ave Ingleside NSW 2101. You are most welcome to attend and invite others that may be interested.

#### **Will training be provided?**

Adequate training will be provided on the day to all volunteers participating in the festival around the areas of manual handling, customer service, Sydney Harbour Foreshore Authority (SHFA) regulations and general festival procedures.

## Things to know before the festival

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### What time will my volunteer shift start?

If you would like to volunteer to work during the festival weekend, your shift will start depending on what you mark in your 'Volunteer Application Form', please see page 6.

Please note that the time of your shift may vary depending on your role, further direction will be provided closer to the date.

If you could kindly arrive at at least 15 minutes prior to your scheduled shift.

### How do I get to my location?

Transportation is not provided to Tumbalong Park. Additionally, SHFA does not provide parking for visitors, stallholders or festival workers. However, we recommend parking in the Darling Quarter 1-11 Harbour St, Sydney (\$16 per day flat rate).

Please visit [www.wilsonparking.com.au/book-a-bay](http://www.wilsonparking.com.au/book-a-bay) for more details.

Details of parking stations can be found at [www.darlingharbour.com](http://www.darlingharbour.com) or by calling the Sydney Visitor Centre on 1800 067 676.

### What should I wear on the day?

You will be given a Serbian Festival T-shirt to wear (it's a keeper ☺), which you will need to collect from your Team Leader on arrival at your location. We ask that you wear comfortable pants or shorts and **closed in** shoes such as joggers as there may be walking involved and plenty of standing.

### What food/refreshments will be provided on the day and what should I bring with me?

Water will be regularly supplied to all volunteers. A meal will also be provided to all volunteers. You may bring additional food and drink but remember that there is nowhere at the festival to store personal belongings, so please only bring what is necessary.

### Is there anywhere to store personal belongings?

No, there is nowhere to store your personal belongings at the festival, so please only bring what is necessary.

## Health and Safety at the festival

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### What are the Organising Committee's responsibilities to you as a volunteer?

We recognise the importance of providing all volunteers, visitors and contractors with a safe and healthy work environment. Our goal is to prevent all work related injuries and illness.

To achieve this goal, as the Organising Committee of the Serbian Festival, we will:

- Identify and reduce the risks of all types of work activities that have the potential to produce personal injury or work related illness.
- Provide instruction, training and supervision to improve individual's understanding of the workplace hazards, including safe work practices and emergency procedures.
- Involve individuals in Workplace Health and Safety matters and consult with them on ways to recognise, evaluate and control workplace hazards.
- Ensure that everyone (including visitors and contractors) comply with appropriate standards and workplace directions to protect their own and others' health and safety.

### What are your responsibilities as a volunteer?

As a Serbian Festival volunteer you must:

- Take reasonable care for your own health and safety.
- Take reasonable care for your conduct and ensure that it does not adversely affect the health and safety of others.
- Comply with any reasonable instruction that is given to you by your team leader, a member of the Organising Committee or a Sydney Harbour Foreshore Authority (SHFA) personnel.

## Benefits of volunteering

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### What recognition will I receive?

You will be sent a Certificate of Appreciation and a letter from the Organising Committee a few weeks after the festival.

### What do I get for volunteering?

Other than having a great time and meeting new people, all volunteers will receive the following:

- A festival T-shirt
- A complimentary meal
- Bottled water
- Certificate of Appreciation
- Letter of Thanks from the Organising Committee
- Where applicable, an Organising Committee member may act as a referee contact for a volunteer engaged in job searches

## VOLUNTEER APPLICATION FORM

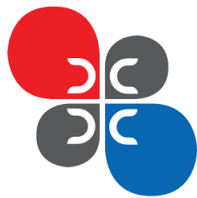
Contact Information			
Name			
Postal Address			
State		Postcode	
Telephone		Mobile	
Email		Age	
<b>Have you ever volunteered for the Serbian Festival before?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, what did you do?			
<b>How did you hear about the Serbian Festival volunteer positions?</b> <input type="checkbox"/> Previous Volunteer <input type="checkbox"/> Local Parish <input type="checkbox"/> Facebook <input type="checkbox"/> Website <input type="checkbox"/> Friend <input type="checkbox"/> Other			

Volunteer Positions
Please indicate your 3 preferred roles by numbering the boxes (1 to 3) in order of preference below. We will do our best to schedule you into your preferred role.
<input type="checkbox"/> Information
<input type="checkbox"/> Food and Beverage
<input type="checkbox"/> Entertainment
<input type="checkbox"/> Bar <i>*Please note an RSA is required</i>

Volunteer Schedule	
Please tick to indicate times and days that you are available for the period of the festival (6 <sup>th</sup> and 7 <sup>th</sup> February 2016).	
<input type="checkbox"/> Saturday (6 <sup>th</sup> Feb)	<input type="checkbox"/> 7:00am – 10:00am <input type="checkbox"/> 9:00am – 3:00pm <input type="checkbox"/> 2:00pm – 8:00pm <input type="checkbox"/> All day (9am-8pm)
<input type="checkbox"/> Sunday (7 <sup>th</sup> Feb)	<input type="checkbox"/> 7:00am – 10:00pm <input type="checkbox"/> 9:00pm – 3:00pm <input type="checkbox"/> 2:00pm – 7:00pm <input type="checkbox"/> All day (9am-7pm)

If you would like to be part of the bump-in/bump-out team, we will need your help on Friday 5 <sup>th</sup> February 2016. Please indicate when you will be available:	
<input type="checkbox"/> Friday (5 <sup>th</sup> Feb)	Please list your availability below:

<b>Please select the t-shirt size you require?</b> <input type="checkbox"/> Extra Small <input type="checkbox"/> Small <input type="checkbox"/> Medium <input type="checkbox"/> Large <input type="checkbox"/> Extra large
<b>Would you like to recommend someone to be part of the official crew? Please let us know his/her name, phone number and email address.</b>
<b>Would you like to work with a friend? Please write their name below</b>



Serbian Festival  
SYDNEY



## VOLUNTEER PARTICIPATION AGREEMENT & PRIVACY DECLARATION

I acknowledge that:

I participate as a Volunteer for the Serbian Festival at my own risk. I will take all reasonable measures to protect myself from the risks of participation.

To the best of my knowledge, I am not suffering from a condition that would prevent and/or render me unfit to work as a Volunteer at the Serbian Festival.

I am responsible for all property I bring to the Festival site, and the Serbian Festival does not accept responsibility for any loss or damage to this property.

I release Sydney Harbour Foreshore Authority (SHFA), Serbian Festival, the Serbian Orthodox Youth Association (SOYA) and the Serbian Orthodox Metropolitanate of Australia and New Zealand, as well as their directors, volunteers, contractors and/or sponsors from any claim and from any liability (to the extent permitted by law) for or as a result of any loss, injury or damage suffered by me in relation to my attendance and participation as a Volunteer at the Serbian Festival, however so caused, including any claim or liability which arises due to any negligence of SHFA, Serbian Festival, SOYA and the Serbian Orthodox Metropolitanate of Australia and New Zealand, as well as their directors, volunteers, contractors and/or sponsors.

I consent to the publication and/or use in any form of media whatsoever of my name, image, voice, statement or otherwise, in /or marketing materials / website without payment or compensation.

I being the Volunteer, have read and agreed to these terms and conditions. I understand that by supplying my e-mail address and mobile telephone number I will receive regular e-newsletter/SMS updates from the Organising Committee of the Serbian Festival in order to keep me informed about my role at the festival.

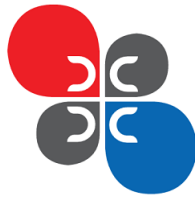
**Privacy Declaration:** The purpose of collecting this information is to enable the owners of the festival, (SOYA), to process your application as a volunteer for the 2016 Serbian Festival. Your personal information will not be disclosed to any third party directly involved with the organisation of this festival.

I agree to the above Volunteer Participant Agreement & Privacy Declaration.

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

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

\_\_\_\_\_  
Please print your name above



Serbian Festival  
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Before submitting your application, please make sure you have done the following:

- I have completed all sections of the Volunteer Application Form.
- I have completed the Volunteer Participation Agreement and Privacy Declaration.

Please return the 'Volunteer Application Form' and the 'Volunteer Participation Agreement & Privacy Declaration' (Pages 6 and 7) by 20 January 2014 to:

[volunteers@serbianfestival.com.au](mailto:volunteers@serbianfestival.com.au)

**Thank you for your interest in supporting the Serbian Festival 2016!**

Dragana, Nina i Aleksandra  
Your Festival Volunteer connection!

Serbian Festival Sydney 2016