



PFFF Volunteer Code of Conduct

Volunteers are the backbone of the Port Fairy Folk Music Festival. They build the festival and maintain nearly every facet of it for four fabulous days. Artists, staff and patrons comment about the enthusiastic, friendly, helpful attitude of our volunteers and the fun festival atmosphere. Thanks so much for your time, talent, passion, experience, knowledge and hard work. We couldn't do it without you!

As a 'Friend of the Festival', MC or Stage Manager volunteer, you agree to contribute to PFFF's success by abiding by the following Code of Conduct:

General Commitment, Ethics and Expectations:

- Work as a team for the event to make a positive contribution to the festival culture and overall success. Care and respect is paramount in working with festivals colleagues, artists and patrons.
- Promote the PFFF in a positive way. Never say or do anything to cause harm the festival.
- Acknowledge the importance of our individual contributions to the total effort involved in providing a happy and comfortable, yet safe and structured environment.
- Complete the tasks assigned to you by following written instructions, or as directed by your Volunteer Manager and/or other Festival staff and PFFF Committee Members.
- No volunteers shall use to their own advantage any property or monies belonging to the PFFF. All volunteers will be honest and trustworthy.
- Arrive at your shift at or before your scheduled time prepared to make your contribution as required. Ensure your Volunteer Manager is kept informed about changes in your circumstances.
- You will be expected to do 10 – 12 hours of volunteer work over 2 or more shifts.
- You are responsible for organising your own accommodation over the festival weekend.

Safety & OHS

- The influence or consumption of alcohol on duty is not allowed. Use of an illegal substance will forfeit access to the festival and entry pass.
- You must let us know of any medical condition that could affect your duties as allocated.
- You must provide us with a responsible emergency contact in your application.
- Be acutely aware of your surroundings and strive to create and encourage a safe and enjoyable environment for those around you.
- You must be familiar with important OHS information as outlined in the Stage Books, Emergency Management Plan or as defined by any other festival documentation or as directed by your Volunteer Manager and/or other Festival staff and PFFF Committee Members.
- Wear your 'Friends of the Festival' T-shirt and/or nametag whilst on duty.
- Keep your mobile phone on (silent please!) in case you need to be contacted urgently.
- Put safety first in all activities.
- Work only according to your level of competency.
- Be aware of any issues that may cause problems and report to your Volunteer Manager.
- Contact and report to your Volunteer Manager when confronted with a situation that you are unable to contend with or is beyond your role and responsibility.
- Volunteers must be aware of the networks and services available to festival patrons during the festival.
- It is imperative for the smooth running of the festival that all volunteers co-operate and work together as a team.
- PFFF Public Liability Insurance will cover you only while you are assisting at the festival.

Communication

- Stay calm and relaxed. Listen and discuss. Be clear and consistent. Seek advice whenever appropriate.
- Keep your Volunteer Manager informed on any changed circumstances.
- Have a reasonable understanding of the line of accountability within the festival.

A serious breach the Code of Conduct could result in the volunteer being relieved of duties, loss of access to the festival and loss of entry pass. Such conduct may also result in denial of future volunteer applications.

Terms of Agreement

- I agree to abide by the PFFF Code of Conduct.
- I agree to carry out my volunteer tasks and not consume or be under the influence of alcohol or illegal drugs within my rostered hours.
- I agree to provide a responsible emergency contact with my application.
- I agree to complete the tasks assigned to me by following written instructions, or as directed by your Volunteer Manager and/or other Festival staff and PFFF Committee Members.
- I agree to contact my Volunteer Manager as early as possible if circumstances prevent my commencing a shift.
- I agree that no financial payment will be made by the PFFF for my services as a volunteer.
- I agree to wear my Friends of the Festival T-shirt and/or nametag whilst on duty.
- I agree that if I do not complete my shift without ample notice or satisfactory reason could result in forfeit my entry pass and/or invoicing for the cost of the weekend pass. I may not be eligible for future applications to volunteer.
- I agree to organise my own accommodation to be able to attend the PFFF as a volunteer.
- I agree to adhere to the Ticket Terms and Conditions as displayed on our website www.portfairyfolkfestival.com
- I am over 18 years of age.

Submission of your relevant application form will confirm your agreement to this Code of Conduct.