Bradford Dragonboat Festival

**Volunteer Information**

Thank you for expressing interest in volunteering to help with the Bradford Dragonboat Festival. Without the help of volunteers it would not be possible for us to run this event and raise as much money as we can for the Lord Mayors chosen charities, and a whole host of other local charities.

We are looking to recruit in the region of 100 adult and young people to act as volunteers for the event so we are very grateful for any time you can commit to the event.

The Festival is being run from Roberts Park in Baildon. Within the site there will be Event Management Pod and a volunteer station. All volunteers would be required to complete the expression of interest form and we will then work with you to identify tasks and roles you would be prepared to undertake on the day.

To give you an indication it is expected that there will be volunteer team leaders heading up small teams of volunteers covering the following areas:

We have a number of teams we are recruiting volunteers to help us with – these include

* **A car park team** – to be the interface between the Festival and the Wardens / Neighbourhood Policing Team. Supporting the accessibility for disabled visitors to the event
* **A waterside** **team** (self explanatory)
* **A customer services team** (to help with general enquiries / directions, lost children/first aid support etc)
* **A competitor team** (to look after the participants, ensuring the teams are gathered in a timely manner etc)
* **A facilities team** (stocking loo rolls, emptying bins, litter picking etc)
* **An artists / musician support team** (to help artists get set up, moving items to stage / back to transport etc)
* **A participants village team,** ensuring only the participants gain access
* **A general angels team** This is the volunteers who will turn their hand to anything, who will step up to help any of the other teams if tasks get too big

Whilst you are acting as a volunteer your main role will be to act in a customer service role and help the many visitors to the site by answering queries and directing them to the various facilities on the site. On the day we will issue you with a site map detailing the various facilities on the site to support you with this role.

We will provide all volunteers with a sandwich lunch – kindly donated by one of the event sponsors. Supplies of tea and coffee, water, fruit juice will be available throughout the day.

We expect the Festival to be very busy (last year we had around 10,000 visitors). We will also have staff on site from St John’s Ambulance, the Police and Race the Dragon who will be running the boat race side of the event. There is a site control centre within the Event Management pod with John Galt, Razwana Mahmood and Heather Wilson acting as volunteer coordinators on the day.

We will expect our volunteers to:

* Be honest and reliable
* Respect confidentiality
* Attend a briefing prior to the event
* Carry out task in a way that reflects the aims and values of the Council
* Carry out tasks within agreed boundaries
* Respect the work of the Council and not bring it or the Festival into disrepute
* Comply with the Council’s Polices and Procedures.

And in return we will:

* Ensure you know what is and is not expected of you
* You have adequate support
* Your working environment is safe
* You know your rights and responsibilities if something goes wrong
* You receive appropriate training for the roles you undertake
* You are free from discrimination
* You are acknowledged for your contribution and receive appreciation
* You are offered opportunity for feedback and record personal development for your CV / portfolio / accreditation evidence

The Event organisers want you to enjoy your experiences as a volunteer.

In order to ensure we can look after you on the day there are some key bits of information we need from you – please complete the attached volunteer information and agreement form and return this to Heather Wilson ([heather.wilson@bradford.gov.uk](mailto:heather.wilson@bradford.gov.uk))

Once you have returned this to us you will be invited to attend one of our briefing sessions. All Volunteers will be required to attend a safety briefing session prior to attending as a volunteer on the day. This will mean that you arrive at the day fully aware of how the details of the event and its operations

We look forward to working with you and if you have any queries or questions in advance of the day itself please do not hesitate to give one of us a call – details below:

Heather Wilson [heather.wilson@bradford.gov.uk](mailto:heather.wilson@bradford.gov.uk)

Mobile: 07582 100 692

Razwana Mahmood [Razwana.mahmood@bradford.gov.uk](mailto:Razwana.mahmood@bradford.gov.uk)

Telephone: 01274 – 431419

John Galt [john.galt@bradford.gov.uk](mailto:john.galt@bradford.gov.uk)

Telephone: 01274 - 434213

Check out the web site for further details:

[www.bradforddragonboatfestival.co.uk](http://www.bradforddragonboatfestival.co.uk)

**Volunteer Information and Agreement**

*Please complete and return to* [*heather.wilson@bradford.gov.uk*](mailto:heather.wilson@bradford.gov.uk)

**Part 1 – About you**

|  |  |
| --- | --- |
| **Name** |  |
| **Home Address**  **Postcode** |  |
| **Email address** |  |
| **Date of Birth** |  |
| **Gender** | Male □ Female □ Non Gender Specific □ |

**Part 2 – Emergency Contact Details**

In the event of an emergency who would you wish us to contact ?

|  |  |
| --- | --- |
| **Name** |  |
| **Contact Number /s** |  |
| **Relationship to you** |  |

**Part 3 –Your Experiences and Interests**

Have you any current or previous voluntary experience? *Please give us details*

|  |
| --- |
|  |

What particular skills, experiences and personal interests do you have which would help you in your volunteer role? *Please give us details*

|  |
| --- |
|  |

Please let us know if there are any reasons you might be restricted to volunteer on some tasks (carrying, lifting etc) or any health issues we should be aware of (eg mental health, eyesight, hearing impairment) *Please give us details*

|  |
| --- |
|  |

|  |  |
| --- | --- |
| Have you ever been convicted or cautioned in relation to a criminal offence? | Yes □ No □ |
| Have you been bound-over, or subject to formal warnings or reprimands or are you at present the subject of any criminal proceedings or police investigations? | Yes □ No □ |

Please specify any dates of summons, charges, cautions, reprimands, final warnings or convictions, court, nature of the offence and sentence or order imposed

|  |
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**Part 4 – Your availability**

There are 3 days of Dragonboat racing – Friday is “Youth Race Day”, Saturday and Sunday are the “Lord Mayors Appeal” and “Multi Charity Day”. We welcome volunteers for any part of any day.

Please indicate your availability and choice of days you wish to volunteer

**Schools Race Day** Tick if available / indicate times available

|  |  |  |
| --- | --- | --- |
| Friday 21st June | Morning (8.30am start) |  |
| Friday 21st June | Afternoon |  |
| Friday 21st June | All day |  |

**Main Race Day**  Tick if available / indicate times available

|  |  |  |
| --- | --- | --- |
| Saturday 22nd June | Morning (8.30/9am start) |  |
| Saturday 22nd June | Afternoon |  |
| Saturday 22nd June | Evening |  |
| Saturday 22nd June | All day |  |

**Multi Charity Day** Tick if available / indicate times available

|  |  |  |
| --- | --- | --- |
| Sunday 23rd June | Morning (9.30/10am start) |  |
| Sunday 23rd June | Afternoon |  |
| Sunday 23rd June | All day |  |

**Part 5 –Anything else we need to know**

Is there anything else we need to know in order to support you on the day or to make things better for you on the day?

**Part 6 –Equality Monitoring**

Ethnic Origin *(please tick)*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **White**  **□** | **Mixed**  **□** | **Asian or Asian British □** | **Black or Black British □** | **Other ethnic groups**  **□** |
| British  □ | White and Black Caribbean  □ | Indian  □ | Caribbean  □ | Chinese  □ |
| Irish  □ | White and Black African  □ | Pakistani  □ | African  □ | Other  □ |
| Other  □ | White and Asian  □ | Bangladeshi  □ | Other  □ |  |

**FOR OFFICE USE ONLY Name**

|  |  |
| --- | --- |
| Application received | Date: |
| Application acknowledged  Invite to induction sessions | Date: |
| Induction session attended | Date: Induction by: |
| Safety briefing | Date: Given by: |
| Further training needs identified  Response |  |
| Any additional support needs |  |