



Volunteer Engagement Form 2021

OFFICE USE ONLY	Date	Staff ID
M/ship card issued		
S/pass issued		
Info required/requested		

Personal information: (Please complete the whole form and print clearly)

First Name: _____

Surname: _____

Preferred Name: _____

Date of Birth: _____

Postal Address: _____

Suburb: _____

City: _____ Postcode: _____

Contact:

Home / Mobile Number: _____

Email: _____

Emergency Contact (Name and Phone Number):

Department:

Preferred department: _____

Other departments you're interested in: _____

Do you have a Current First Aid Certificate? Yes / No

Do you have a Current Car Driver's Licence? Yes / No

Driver's Licence Type: Full / Restricted / Learner

Do you have any conditions which may affect your ability to effectively carry out your role
Yes / No **If Yes please give details:** _____



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Volunteers who commit to helping within the season will be gifted complimentary membership to the Canterbury Car Club. Memberships will be issued at the discretion of the CCC General Manager.

All Volunteers contact information will be shared with Motorsport New Zealand, for the purpose of adding everyone to the MSNZ Volunteer Database. This will be used to communicate with Volunteers as well as assist with the planning of training throughout New Zealand.

Declaration:

I declare that this information supplied by me is true and correct and I consent to the collection, retention, use and disclosure of it by the Canterbury Car Club Inc. for the lawful activities of the Club.

I agree to meet my obligations under the Health and Safety at Work Act 2015.

I agree to abide by and be bound by the Constitution, By-laws, Rules and Policy of the Canterbury Car Club Inc (available on the Canterbury Car Club website).

My consent is given in accordance with the Privacy Act 1993.

Name: _____

Signature: _____

Date: _____



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Volunteer's Rights and Responsibilities

Rights of Volunteers

- To be treated as a co-worker – Respected by staff and volunteers.
- To have clearly defined tasks suited to your preference and ability.
- To be offered training, support, and supervision.
- To be given clear communication and consultation channels.
- To be given relevant information about the Canterbury Car Club.
- To be provided with a safe working environment free from any discrimination based on age, sex, religion, or disability, as set out in the Human Rights Act 1993.
- To be made aware of safety, emergency, and complaints procedures.

Responsibilities of Volunteers

- To choose voluntary work which you can support wholeheartedly.
- To work within the policies and guidelines of the Canterbury Car Club.
- To be loyal to the Canterbury Car Club, respect its place in the community and help maintain its credibility and integrity.
- To be realistic about capability, availability, and avoid over commitment.
- To be punctual, regular in attendance and advise of periods of unavailability.
- To treat co-workers as you would wish to be treated yourself.
- To observe confidentiality and privacy at all times.
- To report accidents, incidents, and hazards immediately.
- To speak up when concerned or unsure.

VOLUNTEER GUIDELINES FOR THE USE OF SOCIAL MEDIA

1. Mobile devices and social media should not be used while you are on duty.

Your attention should always be to your duties. Save the internet for your break or the end of the day.

2. Put yourself in the other person's shoes.

Think before you post. If someone was posting a picture or comment about you, how would you feel?

3. Once it's out there, it's out there.

Never assume that something you post online is private. Comments, photos, statuses can all be copied, shown to friends, screen captured and saved or sent on by others. Always assume the person you are posting about will see your post.

4. If in doubt, leave it out.

If you have to stop and think about it, it probably means you should not be posting it!

5. Social media should not be used to make disparaging or negative remarks about competitors, officials, volunteers, event organisers, promoters.

- 6. Never post photos or comments about a motorsport incident!**

It is vitally important that we all respect the privacy of individuals involved in accidents or incidents, whether on or off track. Never, ever post photos, comments or information on social media or any online forums about an accident or incident. Remember point 2: Put yourself in their shoes.

7. Use social media as a tool to promote and develop our sport.

Social media is an amazing platform when used responsibly and positively. Use it to promote events, our club activities and membership. Use it to spread the word about our great sport and keep it positive!