



Event Volunteer Guidelines

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Introduction

Purpose

FencingWA has implemented Event Volunteer Guidelines to assist the FencingWA community with Event Volunteering information for the Australian Fencing Circuit #4 (AFC#4).

Event

2023 AFC#4

- Gold Netball Centre, Jolimont WA
- Event Organiser – Australian Fencing Federation & FencingWA

Dates

- 29 September 2023 – 1 October 2023

Event Manager

Sharon Dale

fencingwapresident@gmail.com

0424392838

When to arrive

Please arrive at least 10 minutes before your scheduled start time. This allows time for orientation/handover to occur and for the other volunteers to be able to leave on time if you are volunteering later in the day.

On arrival

- Report to the event manager or the volunteer coordinator on the roster.
- Morning volunteers – The event manager and/or the volunteer coordinator will provide orientation.
- Afternoon volunteers – The orientation/handover will occur with the previous volunteer and/or the volunteer coordinator.

Before you leave

- Morning volunteers – Provide a handover/orientation to the next volunteer.
- Advise the event manager/volunteer coordinator that you are finished/leaving.

Volunteer Expectations

- Represent FencingWA
- Adhere to FencingWA Policies, Procedures and Rules.
- Demonstrate professionalism and teamwork.

Training and Assistance

- Will be provided by the event manager and/or the volunteer coordinator.
- If you are unsure on the roles below and if it will suit you, please contact Dee Jennings (fencingwacomms.events@gmail.com) for further assistance/information.

Event Volunteer Roles

Volunteer Coordinator

- As the Volunteer Coordinator, you will play a crucial role in meeting and signing in volunteers and assisting them with their assigned roles and orientation to ensure volunteers are prepared for their roles.

Social Media Gurus

- Take over the FencingWA Facebook and Instagram Page
- This involves creating engaging content for our social media accounts, promoting the event, and providing live coverage to enhance Fencing WA's presence and engage with the fencing community effectively.

Weapon Check/Equipment Control

- Test all the fencer's equipment.
- Make sure the weapon check is run as quickly and smoothly as possible.

Piste/Scoring Equipment Control

- Make sure all piste and scoring equipment is working.
- Swap out any equipment that fails.

Video Referee Camera Operator

- Capture the fencing bouts by operating the video referee cameras and facilitating live streaming.

Accreditation Officer

- Be responsible for verifying the accreditation of athletes, coaches, and referees, ensuring a secure and organised event.

Competition Area Marshalls

- Organise and manage the athletes, coaches, referees and event personnel on the competition floor,
- Checking of wristbands and lanyards.

General Assistant/Marshalls

- Assist in organising the athletes and providing general support as needed throughout the event.

First Aiders

- Administer first aid and provide medical support to ensure the well-being of participants.
- As a Minimum First Aiders will be required to hold current first aid qualifications (i.e. "Provide First Aid" or "Apply First Aid")

Event Volunteer Responsibilities

Volunteer Coordinator

1. Being the primary point of contact for volunteers during the event, providing clear instructions and guidance, distributing necessary resources and materials, and addressing any concerns or issues that arise.
2. Providing ongoing support to volunteers throughout the event, offering guidance, motivation, and recognition for their efforts. Ensuring volunteers feel appreciated and valued for their contributions.
3. Facilitating effective communication between volunteers, event organizers, and other stakeholders. Providing timely updates, conveying important information, and serving as a liaison between different teams or departments.
4. Identifying and resolving volunteer-related challenges or conflicts that may arise during the event. Being proactive in addressing issues and maintaining a positive and collaborative environment for volunteers.
5. Ensuring that volunteers understand and adhere to safety protocols and event guidelines. Addressing any safety concerns promptly and taking necessary actions to mitigate risks.

Social Media Gurus

1. Volunteers will be responsible for generating engaging and relevant content for Fencing WA's Facebook and Instagram pages. This may involve creating posts, stories, and updates related to the event, including announcements, highlights, behind-the-scenes moments, and participant profiles.
2. Volunteers will manage Fencing WA's Facebook and Instagram accounts, ensuring regular and consistent updates throughout the event. This includes monitoring comments, responding to inquiries, and fostering positive interactions with followers.
3. Volunteers will provide real-time coverage of the event by sharing live updates, photos, and videos on Fencing WA's social media platforms. This entails capturing key moments, conducting interviews with participants or officials, and sharing the event's progress with followers.

Video Referee Camera Operator

1. Operate the designated video referee cameras to capture the fencing bouts during the event.
2. Assist with the setup of the equipment.
3. Continuously monitoring the camera feeds and promptly addressing any technical issues or malfunctions that may arise during the event to the DT or the Event Manager.
4. Working closely with the referee team.
5. Assisting with live streaming operations, ensuring that the video feeds from the referee cameras are seamlessly integrated into the live streaming platform, allowing viewers to follow the fencing bouts in real time.

Weapon Check/Equipment Control

1. Ensure weapon check is run smoothly.
2. Test all fencer's equipment including:
 - Masks
 - Body wires
 - Mask wires
 - Weapons
 - Gloves
 - Lames

Piste/Scoring Equipment Control

1. Ensure the smooth functioning of the piste and scoring equipment by performing regular checks, inspections, and maintenance routines. This includes verifying that all components are in working order, addressing minor issues promptly, and reporting any significant malfunctions to the appropriate personnel.
2. Ensure the accuracy of the scoring equipment by regularly calibrating and testing it according to the established protocols.
3. Quickly identify any problems and coordinate with the DT and or the Event Manager.
4. Act as a point of contact for inquiries or requests pertaining to the piste and scoring equipment.
5. As a Piste/Scoring Equipment Control personnel, your responsibilities contribute to the smooth and accurate functioning of the equipment, ensuring fair play and a seamless experience for participants and officials.

Accreditation Officer

1. Ensure that only individuals with valid accreditation have access to event venues and designated areas.
2. Assist with the registration process, including issuing accreditation badges, wristbands, or identification cards to authorised participants.
3. Address concerns, resolve issues, and offer guidance to ensure a smooth accreditation experience for all stakeholders.
4. Liaise with the Event Manager to coordinate the accreditation process.

Competition Area Marshalls

1. Organise and manage the athletes, coaches, referees, and event personnel on the competition floor.
2. Ensure that only individuals with valid accreditation have access to the competition area.

General Assistant/Marshalls

1. Assist in organising the athletes.
2. Provide general support as needed throughout the event.

First Aiders

- Administer first aid and provide medical support to ensure the well-being of participants.
- As a Minimum First Aiders will be required to hold current first aid qualifications (i.e. "Provide First Aid" or "Apply First Aid")

Definitions

- **Australian Fencing Federation (AFF)** – Australian Fencing Federation is the governing body of the sport of Fencing within Australia.
- **Event** – Australian Fencing Circuit #4 (AFC#4)
- **Fencing Western Australia (FencingWA/FWA)** – FencingWA is the governing body of the sport of Fencing within Western Australia.
- **International Fencing Federation (FIE)** – is the world governing body of fencing.
- **Member** – an individual, affiliated club, coach or referee who is a member of an FWA affiliated club.

Document Control

These guidelines will be reviewed annually or earlier if required by the organisation. The review will ensure it reflects both the community expectations and all legal requirements.

Version History

Date	Version number	Executive Summary of Changes
August 2023	1.0	New