



## HWR Volunteer Code of Conduct 2021

### Volunteer expectations - HWR agrees:

- To provide any volunteer with training sufficient to do the role allocated safely.
- Will provide a volunteer's badge (please return to the Volunteer coordinator at the end of the regatta).
- To offer a shift timetable to the volunteer (with the understanding of the volunteer that allocations may change at short notice).
- To provide a named person/s in charge of Volunteers on site for the duration of the regatta who will liaise with the HWR Welfare Officer & that the volunteer can contact if necessary.
- Not to share personal information to other volunteers or outside the organisation without prior permission of the volunteer or their parent or guardian.
- To provide some refreshments within the Volunteer Tent and at strategic places around the event site.

### Volunteer Rules and Regulations

#### HWR Volunteer agrees:

- To uphold the reputation of HWR at all times.
- To uphold the health and safety practices they will be notified to follow at all times.
- Volunteers will be expected to follow Government COVID-19 guidelines and any other measures that HWR deem necessary.
- To ensure they arrive 30mins before their first shift on site.
- After receiving shift pattern – Volunteers will agree to commit to attend on days/times as allocated by Volunteer coordinator.
- In case of emergency Volunteer will ensure contact with Volunteer Coordinator or HWR Official at the nearest possible opportunity to inform them of issue.
- To dress appropriately for the role as requested by HWR including wearing appropriate footwear according to the conditions.
- To take suitable precautions taking in account of changing weather e.g. use sun screen and drink water in hot sun, wear waterproof clothing in the rain.
- Limit use of mobile devices (e.g. cellular phones, pagers or other electronic devices) to break times, emergencies or when requested to communicate by these devices by HWR.
- To switch mobile phones to silent and keep in a waterproof receptacle or zipped up in clothing when on stake boat duty.
- HWR is not liable for the loss or damage of any volunteers' personal effects or valuables and Volunteers take anything on site at their own risk.
- To complete all areas in the application form where possible.



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### Volunteers should understand

- There may be one or more airborne drones operating on the site.
- Video cameras and Photographers may be on site and their image may be captured in the course of such activities and published/broadcast and by volunteering at HWR you agree to this.
- Under UK Government and/or BR COVID-19 guidelines it may be necessary to document and record the volunteers attendance and location for "Track and Trace" purposes - this may include a pre-event screening questionnaire. HWR undertake that any such records will only be used for the stated purpose and will be irretrievably destroyed once any mandatory retention period has expired.