



Kaz Selbie - Market Manager

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COMMUNITY GROUP BRIEF

Welcome to Bellinghen Community Markets (BCM) and thanks for volunteering to be part of our market's set up and pack down. Volunteering is vital to the life and dynamics of an active and healthy community, and we thank you for your support as we support you. Our aim is to continue returning positive cultural, commercial, social and financial benefits to the people in our shire.

It's a big day (6am-3pm) so come prepared. A hat, closed in shoes, block-out and friendly smile. Wear gloves and a mask if you feel more comfortable. Meet at our market hub (brick building in middle of park, side of footy oval) at 6am with six keen and able adults to help setup and return at 2pm for pack down. There are maps showing you where everything goes. In return for your help we offer you one free 3m site on market day to promote yourself or sell raffle tickets or goods as approved with BCM Manager. Please let us know if you would like this. You are stationed at the gates (3) Church, Park and Ford Streets, welcoming visitors while collecting funds for your group. Our market patrons are very kind and generous. The objective is to ensure the smooth, safe and enjoyable day for all, so your help with below would be great:

DUTIES @ 6am-8am - see park map

- Erect boundary ropes (along east side Church St & corner Park St) using pigtail spikes, traffic cones
- Put out other signs - gate names, Bali flags, no dogs, disability parking, loading zone at each gate
- Place garbage bins into position – see bin map
- Rake up leaves/branches on paths, bridges, and stall areas
- Ask Manager if there are any other duties needing to be done

@ THE GATES 8am-2pm

- 1-2 crew minimum (adult) is stationed at each entrance gate (4 = Church, Park, Ford, Creek)
- Be identifiable to the public by wearing your organisations uniform or show logo
- Supply your volunteers with name tags identifying your organisation
- Always be welcoming, friendly, polite, and respectful
- Use a big bucket to collect donations from market visitors
- Ensure your bucket collection is not promoted as being any form of entry fee to BCM
- Observe safe OH&S practises in accordance with the Act and BCM OH&S guidelines

DUTIES @ 2pm – 3pm

- Remove all signs, ropes and Bali flags from gates and perimeters (stored in BCM info hub)
- Remove garbage bins from sections. Empty into skip bins at top of C section (near park St)
- Place empty bins outside BCM info hub, then move inside to store (12 red and 12 yellow)
- Ensure grounds are clean and tidy so please pick up any rubbish around
- Ask Manager if there are any other duties to carry out
- Thanks so much for your wonderful help and hope you were able to collect some decent funds.

Bellinghen Community Markets...not just a marketplace but a great place to be

23 June 2022