

### Eventing NSW Volunteer description

- Any person who is paid, for services, at an Event is not entitled to record days as a Volunteer while employed at that event. Reimbursement for expenses incurred is not payment for services.
- Officials, Club Executives and/or Club Committee members who hold an Official position on the Club Organising Committee are limited – 3 days maximum (6 tickets) per event.
- All eligible volunteers whether they are Club members or members of Eventing NSW or the public are entitled to register as a volunteer and record all time spent volunteering at venues, it is not restricted to days while the event is being conducted.
- Volunteers should record days working within 3 days of the end of an Event. (Usually Wednesday) **Recording of Volunteer time must be completed within 14 days of the event.**
- Eventing NSW will publish tickets allocated.
- Volunteers, both members and non-members, of Eventing NSW, will need to advise banking details for direct deposit once they are advised of any winnings.
- Club Volunteer Coordinators/Secretaries should check records after the event and before the end of year draw. Actual recording is password protected and all participating clubs will be required to agree to the following to receive the password.
  1. *To use the volunteer contact details for the purpose of inviting participants to Official events to assist in a volunteer role. The details will not be made public or used for any other purpose.*
  2. *To check all days and times recorded by volunteers for their Club are correct. Each club is responsible for confirming their volunteers' eligibility.*
  3. *To contact Eventing NSW if there are any discrepancies in the volunteer records.*