



Belle Vue Speedway 2017 Limited

Staff Volunteer and Officials Application

Scanned completed application forms can be emailed to info@bellevueaces.co

Personal Information Details:

Name: _____

Date of Birth: _____

Address: _____

Home Tel No: _____ Mobile No: _____

Email: _____

Emergency Contact Details:

Emergency Contact Name: _____

Emergency Contact Address: _____

Emergency Contact Home Tel No: _____ Mobile No: _____

Relationship to Emergency Contact: _____

Please indicate the roles are you interested in?

Meeting Official

Front of House Support

Track Marshal

Hospitality

Other available roles (various)

What previous experience, including voluntary work do you have?

(Please include organisation, position and dates/length of service)

What attracts you to volunteering at Belle Vue Speedway. What would you like to gain from the experience?

Do you have any related hobbies or interests?

List the skills, knowledge and experience that you feel you will bring to a role at Belle Vue

AVAILABILITY

Ideally we need our volunteers to commit to all Speedway meetings, wherever possible please indicate other availability. Main race meetings will be Monday or Wednesdays for the Aces and Friday for the Colts,

When would you be available. (Please tick):

	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
Morning							
Afternoon							
Evening							

In applying for a role as a Volunteer for Belle Vue Speedway 2017 Ltd you agree to comply with the following:

Code of conduct

The code of conduct document attached to this application form needs to be reviewed in full. Your application and signature of this volunteer's form will act as your acceptance to comply with the Code of Conduct.

Holidays/Absences

We would appreciate to receive advance notification of any holiday and notification if you cannot make a race meeting due to illness.

Car Parking

As you can appreciate, car parking is at a premium here at the National Speedway Stadium. We are encouraging people to car pool where possible to reduce the impact on our available space. Could you please advise by return if you require a car park pass and we will work to accommodate your request. Please tick box if you require a Car Park Space

Clothing attire

We would request all volunteers to dress appropriately for their role and where Personal Protective Equipment of Belle Vue branded clothing is required, these will be provided.

Signing in procedure

You will be required to sign in for each race meeting. All pit staff and maintenance yard staff will need to sign in for every meeting in the pits marshal's office. For all other staff, the signing in area will be at the main reception desk at the front of the building. It is important for health and safety reasons that all staff are signed in.

Signed: _____ Date: _____

By signing this application form you agree to adhere to all rules and regulations of Belle Vue Speedway 2017 Limited and the National Speedway Stadium and accept to comply with the Code of Conduct.

Thank you for your interest in. Your application form will now be considered in the selection process and we will be in touch soon.

Completed application forms should be returned as soon as possible.

Please mark your envelope 'CONFIDENTIAL' and return to:

Belle Vue Speedway 2017 Ltd, National Speedway Stadium, 148 Kirkmanshulme Lane, Gorton, Manchester M12 4WB.

Alternatively scan and email to info@bellevueaces.co

**Code of Conduct Handbook for all Event Day Staff, Contractors and
Volunteers**

Belle Vue Speedway 2017 Limited

December 2017

Version 1.2

PRIVATE AND CONFIDENTIAL



Belle Vue Speedway 2017 Ltd - Code of Conduct for all Event Day Staff, Contractors and Volunteers

The vision of Belle Vue Speedway 2017 Ltd (Belle Vue Speedway) at the National Speedway Stadium (NSS) is to operate the finest stadium in World Speedway and to provide visitors to the facility with the ultimate live action experience. Speedway is a family entertainment and given the myriad of options available to all families, the core focus of the business is to provide an experience that will ensure families return time and time again. Given the current average attendee age of spectators, it is vital for the longevity of the club and the sport in general, that the focus is placed on the youth market as a primary goal.

The conduct of everyone that works at the stadium needs to be of the highest standard. Every person in every capacity, is representing Belle Vue Speedway and is a reflection of the Club's values that can very much impact our customers experience both positively and negatively.

All Event Day Workers, Contractors and Volunteers shall comply at all times with the Belle Vue Speedway Code of Conduct Handbook, the terms and conditions of their role and any other applicable policy or procedure in place. For the purposes of this Code, the term 'Staff' pertains to any of the definitions outlined below, including but not limited to:

- Volunteer staff who are unpaid but are recipients of free entry into the stadium and primary involvement and viewing whilst inside the arena
- Contractors who may be third party sourced individuals who are working but are paid, via a third party provider
- Staff who are paid directly by Belle Vue Speedway and carry out prescribed tasks as per the agreed job description with the management and promotion of Belle Vue Speedway

Staff Conduct

Staff appearance and conduct must reflect and reinforce the world class aspirational standards of Belle Vue Speedway. All Staff are expected to behave and appear in a professional manner at all times. These standards apply to all staff categories unless specifically excluded in this Code.

Staff must treat all visitors and colleagues with courtesy and civility at all times. Staff shall comply with all directions, policies and requirements with respect to this code at all times and compliance will be monitored regularly by Belle Vue Speedway

Staff will not attend the NSS smelling of alcohol or tobacco smoke. Staff will not attend the NSS under the influence of alcohol or drugs.

All Staff, including those working outside of the Stadium and those working alone, must ensure their whereabouts are known by, as applicable, their Supervisor, and/or Belle Vue Speedway Manager.

All Staff will be punctual.

Staff may only operate plant and machinery if they have the relevant licence(s), qualification(s) and training.

Staff Behaviour

The following are expected of Staff as a minimum:

- **Safety**
 - Always carries out required safety procedures
 - Uses knowledge to identify and prevent potential problems e.g. health and safety issues
 - Embraces safety culture and identifies any suggestion for improvement

- **Customer Focused**
 - Goes the extra mile to ensure they meet and exceed visitor expectations
 - Sorts out issues before they become a problem
 - Receives excellent feedback from visitors
 - Shows a genuine interest in customers
 - Treats visitors in a pleasant and courteous manner
 - Displays a positive attitude and uses initiative to solve problems
 - Always enthusiastic and not troubled by different situations

- **Integrity**
 - Understands the importance of control, ensuring actions are taken to minimise costs and waste
 - Adheres to policies and procedures especially concerning security and stadium safety
 - Is trusted by others
 - Is consistent

- **Positive attitude**
 - Looks to improve performance
 - Committed to the business' objectives
 - Demonstrates a positive team attitude
 - Identifies needs and offers to help in areas outside usual responsibility
 - Positive approach to working as a team and encourages and supports other to achieve success

Safety, Crowd Safety and Security

All Staff will adhere to all instructions and guidelines issued by the Stadium Safety Officer as well as the National Speedway Stadium Health and Safety Compliance, Crowd Safety Management, Facilities Management and Security Departments. This includes safe working practices, accreditation and access.

It is mandatory that all Staff attend related familiarisation, induction and training programmes as directed.

All Staff will display their access passes and any relevant event accreditation at all times.

Staff will not lend their access pass to any other member of Staff or borrow an access pass from any other member of Staff. All lost or stolen access passes must be reported immediately to the management of Belle Vue Speedway.

Staff Appearance

All Staff will adhere to the dress code requirements as per the Code unless otherwise specified as a result of their job role e.g. Personal Protective Equipment safety attire such as hard hats, high visibility clothing and uniforms where directed, and generally with the following (as applicable):

- No hooded sweatshirts.
- No training shoes.
- No headphones unless required.
- Staff shall wear uniforms and personal protective equipment as directed.
- Generally Staff should wear shoes that protect their toes particularly when undertaking manual handling and working with ladders or machinery.

Queries regarding appearance or dress code requirements will be referred to the relevant line manager in the first instance and in the case of any further issue, shall be referred to the overall Supervising Manager.

Child Protection Policy

The National Speedway Stadium has a detailed Child Protection Policy available. All relevant Staff will receive a degree of training, induction and familiarisation in this area. If a young person under 16 becomes lost or separated from their guardian while in the Stadium, then two members of Staff must wait with them in the found location for 5 minutes. If no guardian arrives the staff members (as recognised by the Reuniting Procedure in place at the Stadium) should escort them to the nearest Information / Customer Service Point. [do we have these policies?]

Clean Work policy

Staff shall ensure that their work areas are left neat and tidy at the end of each meeting

Smoking policy

No smoking or vaping is permitted at the National Speedway Stadium.

Searching

The National Speedway Stadium reserves the right to search the belongings or outer clothing of all Staff using suitably trained and appropriate staff on entry, exit or at any time.

Confidentiality and Social Media Policy

Members of staff are by default, representatives of the Club. As such, staff need to be conscious of what information they place onto social media (i.e. Facebook, Twitter, Speedway Forums etc) with regards to confidential information about the club's business. Private conversations or situations arising inside of the club relating to management decisions, rider actions or confidential discussions should not be placed into the social media domain by staff. No member of staff should enter into any level of discussion that could potentially bring the club into disrepute. The Management of the Club reserves the right to ask any member of staff breaching the above to stand down from their designated post.

Holiday/Absence

All members of staff should in the first instance, supply their availability to their line manager in order that absences can be covered. As much notice as possible should be given in the event that an individual is unable to make a specific race night in order that alternative solutions can be devised.

Signing on procedure

Each member of staff is required to sign on at the stadium on race night. For pit staff and maintenance yard staff, this should be done in the pits marshal's office. For all other front of house staff, this should be done at reception. In situation where members of staff do not sign in for three consecutive weeks (excluding holidays and informed absences), the club will deem that the member of staff is no longer wishing to continue in that role. The club will then make arrangements for a replacement to be made.

I have read the above Code of Conduct for Belle Vue Speedway and by signing below, I agree to be bound by the terms and conditions of the Code of Conduct.

NAME :

SIGNED :

DATE :