

LGC VOLUNTEER PROGRAM



INDUCTION PACK

YOUR INDUCTION PACK CONTAINS:

- Welcome Letter
- LGC Volunteer Reporting Structure
- Task details
- What is expected of you as a Volunteer
- Training
- Nomination and availability form
- Personal Details
- Medical Information

LGC Volunteers. Can we make a difference?



Of COURSE we can!



WELCOME

Welcome and thank you for joining the LGC Volunteer Program. We are very excited to have you join the program and appreciate your time and services that you are volunteering up. The volunteer program consists of LGC members and plays an integral role in maintaining the golf course to the exceptional standards that visitors and our members experience on a daily basis. This can only be achieved through a structured and well managed program and your LGC Volunteer Induction Pack will step you through what will be required of you as you assist us in building this great golf course even greater.

As a Course Volunteer you will be asked to nominate what particular tasks you would like to volunteer to perform. Certain tasks may be scheduled on a particular day or managed via a roster system. Training on all tasks will be given and each Course Volunteer will be signed off as competent for that particular task.

Whilst you are covered by insurance (provided through your LGC membership), the golf course contains many hazards and you will be required to keep yourself and others safe by following the instructions set out by the course superintendent

Please read through this induction pack and familiarise yourself with the information contained. If you have any questions please do not hesitate to contact Andy Bassett (On Course Volunteer Coordinator) or Rebecca Thomas (Club House Manager) for further clarification. The completed paperwork in your induction pack must be handed back to the Club (or emailed) to ***admin@leongathagolf.com*** before you can begin your time as a new Course Volunteer.

Many thanks

Dylan McMeekin
Course Superintendent

Rebecca Thomas
Bar Manager

Andy Bassett
Volunteer Coordinator

COURSE REPORTING STRUCTURE



TASK DETAILS

The six main sub volunteer groups within the LGC Volunteer Program are: Club House, Course Maintenance, Bin Runners, Tree Workers, Gardening Group and Buildings

Club House:

1. Food preparation- assist with preparation of food as table meals or bar snacks
2. Functions – assist with preparation Club for functions and /or service of meals at functions
3. Bar attendant – to assist with service of food & alcohol at the bar, re-stock & clean up.

Course Maintenance:

1. Rough Cutting – operate tractor cutting rough
2. Fairway Cutting – operate the fairway mowers
3. Blow fairways – operate a workman vehicle with a blower attached blowing leaves off fairways
4. Burning Off – leaves and sticks burnt at appropriate time of year
5. Paspalum Spraying – spot spraying of paspalum on fairways and around greens.
6. Fence work – assist to maintain & repair perimeter fences.
7. Sprinkler Heads – removal of grass and dirt from sprinkler heads located around greens & tees.
8. Tee Box – repair divots on tees, and cut grass away from tombstones
9. Raking Bunkers – raking and brooming of bunkers
10. General Maintenance – paint furniture, paint tombstones blocks, replenish sand buckets
11. Tee Boards – Cleaning & re-oiling Tee Boards.
12. Replenish Sand Bins – certain tees have sand bins that need filling up
13. Whipper snip - Trim edges of any formed tee box- front entrance fence – paths and distance markers

Bin Runners:

1. Empty Rubbish Bins – empty course rubbish bins
2. Fill Ball Washers – fill ball washers on certain tees with water

Tree Workers:

1. If qualified - Chain saw work around course on felled or damaged trees
2. Carting Wood – retrieving timber from around the course
3. Splitting Wood – splitting and stacking of wood & filling Club woodshed
4. Trimming regrowth – as directed lop regrowth to assist Rough Mower access.
5. General clean up and mulching branches & leaf material.

Gardening Group:

1. Maintain Gardens – pruning and weeding of clubhouse gardens
2. Mulching Gardens – spreading mulch on gardens to assist weed & moisture control.

Building Maintenance Group:

1. Maintain windows and gutters on Club house, cart sheds & maintenance shed
2. Maintain fire pump shed & undertake routine pump testing.
3. Bi annual cleaning of solar panels.

WHAT'S EXPECTED OF YOU

Thank you for volunteering your time and services. As the word 'Volunteer' suggests, you are offering your time and services without payment or reward and for that we are grateful of your involvement. You are under no obligation or contract to perform these duties for a set duration and you can opt out at any time. The success of the Course Volunteer Program is reliant on volunteers following directions and completing tasks as trained.

What is expected of you.

Be Safe.

Act accordingly so that you keep yourself and others safe at all times by:

- Following the correct WHS procedures for each task
- Wear the correct PPE (Personal Protection Equipment) required for each task
- Follow directions given by: course superintendent, groundsmen or your group coordinator
- Do not operate any machinery or equipment that you have not been trained on
- Perform only the set task. Do not begin other tasks unless you are instructed to do so
- Do not rush. Rushing causes accidents. There are no time limits for any volunteer tasks.

Be a LGC member.

Only club members will be covered by insurance contained in your membership should anything happen. If you are not a member you cannot be a Course Volunteer.

Follow Directions:

Only do what activities you are asked to perform. This will ensure that the course superintendent can schedule and issue tasks at the right time and to the correct volunteers.

Be Trained.

Do not operate any equipment or machinery that you have not been trained on. Training will be given on each task. If you require further training please contact your Group Coordinator to arrange.

Complete Paperwork:

Fill out the necessary paperwork which includes:

- Personal Details / Medical History / Relevant Qualifications

Before and After Each Shift Procedure:

1. Sign in and out of the volunteer sign in sheet at the beginning and end of each shift
2. Check the volunteers area in greenkeepers shed for any instructions
3. Collect the vehicle that has been nominated for you
4. When driving on the course
 - a. Don't drive over sprinkler heads
 - b. Be careful not to drive over branches or large sticks
 - c. Drive in a manner suitable to the conditions, your driving style is on display
 - d. Give golfers consideration when passing by them
 - e. If it has been raining try to drive on the high side of the fairways and avoid any damp areas
5. Record any damage to the course or equipment / machinery in the observations book and notify a groundsman

Notification of Absence: Advise your group coordinator in advance where possible should you be unable to fill a rostered shift so other arrangements can be made.

TRAINING

No volunteer is to perform any task or operate any machinery without having been trained appropriately. Under no circumstances should volunteers attempt to repair any faulty or broken machinery.

Training will be provided and a register will be kept recording your training history. This is to ensure that each task is performed safely and correctly, with no damage to machinery or the course.

SOP's (Standard Operating Procedures) have been developed for each major task. The purpose of an SOP is to carry out the tasks correctly and always in the same manner. Each volunteer will be expected to read the relevant SOP to the task they are to complete.

Some tasks may require the operator to have certain qualifications to perform that task. If you do not have the qualifications you cannot perform that task. For example, if you do not have a chainsaw ticket you cannot use a chainsaw on the course.

If you require further training or a refresher course please contact your Volunteer Group Coordinator to arrange training.

NOMINATION FORM

Indicate which groups(s) you would like to be part of and what tasks you are comfortable in performing.

NAME	
VOLUNTEER GROUP	TASKS WILLING TO PERFORM
<input type="checkbox"/> Club House	<input type="checkbox"/> Food Preparation <input type="checkbox"/> Functions <input type="checkbox"/> Bar attendant
<input type="checkbox"/> Course Maintenance	<input type="checkbox"/> Mowing Fairways <input type="checkbox"/> Cutting Roughs <input type="checkbox"/> Tee Boards Upkeep.
	<input type="checkbox"/> Burning Off <input type="checkbox"/> Replenish sand bins
	<input type="checkbox"/> Tee Maintenance <input type="checkbox"/> Clean Sprinkler Heads <input type="checkbox"/> Raking Bunkers
	<input type="checkbox"/> Blow Fairways <input type="checkbox"/> Whipper Snip
	<input type="checkbox"/> Fence Maintenance & Repair.
<input type="checkbox"/> Bin Runners	<input type="checkbox"/> Empty Rubbish Bins <input type="checkbox"/> Fill Ball Washers
<input type="checkbox"/> Tree Workers	<input type="checkbox"/> Cut, Cart and split wood <input type="checkbox"/> Trim & clear regrowth
<input type="checkbox"/> Gardening Group	<input type="checkbox"/> Maintain and weed clubhouse gardens <input type="checkbox"/> Mulching – Gardens
<input type="checkbox"/> Building Maintenance	<input type="checkbox"/> Clean roof gutters <input type="checkbox"/> Clean Windows <input type="checkbox"/> Remove cobwebs
	<input type="checkbox"/> Maintain Fire Pump shed & test Fire Pump
	<input type="checkbox"/> Bi annual cleaning of solar panels

Please list your availability below. Note: certain tasks are only performed on certain days / times.

AVAILABILITY	<input type="checkbox"/> Mon <input type="checkbox"/> Tue <input type="checkbox"/> Wed <input type="checkbox"/> Thur <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun
	<input type="checkbox"/> Weekly <input type="checkbox"/> Fortnightly <input type="checkbox"/> Monthly <input type="checkbox"/> On a needs basis

PERSONAL DETAILS

NAME	
OCCUPATION	
QUALIFICATIONS	<input type="checkbox"/> Chainsaw Licence <input type="checkbox"/> Excavator Operator <input type="checkbox"/> First Aid Certificate
Please provide a copy of your current certificates	<input type="checkbox"/> Trade skill:
	<input type="checkbox"/> Other skills:
DATE OF BIRTH / /
ADDRESS	
PHONE NUMBER	
EMAIL ADDRESS	
LGC MEMBERSHIP #	
NEXT OF KIN - NAME	
	- ADDRESS
	- PHONE
What size Polo Shirt to you wear?	

MEDICAL INFORMATION

Your medical information may be used in emergency situations. By listing any illness or conditions that you may have will assist in allocating you suitable tasks for your current condition. For example, if you have asthma you typically will not be allocated the task of burning off.

PHYSICIANS NAME	
PHYSICIANS TELEPHONE NUMBER	
TICK ANY CONDITIONS THAT YOU HAVE	<input type="checkbox"/> Heart Issues <input type="checkbox"/> Diabetes <input type="checkbox"/> Asthma
	<input type="checkbox"/> Epilepsy <input type="checkbox"/> Back Pain <input type="checkbox"/> Neck Pain
	<input type="checkbox"/> Other. Please list
HEALTH / FITNESS LEVEL (Indication Only)	<input type="checkbox"/> Very Good <input type="checkbox"/> Good <input type="checkbox"/> Average <input type="checkbox"/> Below Average

Signature

Date

The details on this Application are not for general release- Club use only.