



VOLUNTEER HANDBOOK

(2023)

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STEAM-ERA

Who We Are

STEAM-ERA is the largest exhibition of antique steam-powered equipment in Ontario, thus lending Milton the title of Steam Capitol of Ontario since 1961. STEAM-ERA is proudly presented by the Ontario Steam and Antique Preservers Association, (the "Association"), a not-for-profit organization dedicated to the preservation and restoration of our historical agricultural equipment and heritage.

The Association hosts its annual STEAM-ERA event on Labour Day weekend with a different theme each year. The Milton Fairgrounds was

home to STEAM-ERA for many years and is now located at Sherwood Hume's Auction Farm in Halton Hills.



What to See at the Show

Our Members travel from all over Ontario, Canada, and even the United States to exhibit their incredible collections. We showcase a variety of vintage equipment and agricultural machinery including gas engines, gas tractors, steam traction engines, antique cars and trucks, steam models and toys, a log sawmill, threshing machines, vintage military equipment, mini tractor pulls, and so much more!



What Makes STEAM-ERA Great?

Volunteers

The Association operates entirely on amazing volunteers who are passionate about Ontario's agricultural history and without their tireless dedication we could not put on this incredible show. All of our tasks are organized and supervised by chairpersons, and some require additional volunteers throughout the show. The following is a list of some of the volunteer positions that need to be filled.

We require a 4-hour minimum commitment. With a 4-hour commitment we will offer you a meal voucher for use after your shift at the show. With an 8-hour commitment we will offer you 2 meal vouchers and breaks throughout the day. Please dress according to the weather – we are open to the public, rain, or shine. Some positions will have shade, some will not, so bring sunscreen, sunglasses, a hat, etc. -- THIS IS AN OUTDOOR EVENT!!

Volunteer Positions

Parking Attendant: assist other parking attendants with ensuring smooth traffic flow from the road into the parking lot while keeping pedestrians safe.

Food Booth: take orders and prepare food.

Gate Greeter: greet our guests at the front gate, provide a program, and stamp tickets.

Steamed Corn: serving steamed corn at the vending booth.

People Mover: 2 safety persons are required on each people mover wagon to be in contact with the driver and the riders.

Litter Pick-Up: general clean-up on the grounds throughout the day.

Trading Post: 1 person inside and 1 person outside to assist with lifting items, answering questions, and general security.

Admission Gate: taking money from guests and providing them with an admission ticket in return.

Souvenir Booth: assist with the sale of show souvenirs.

Learn to Drive a Tractor/Kidz Zone: assist with filling out waivers and certificates for guests learning how to drive a tractor and supervise children on mini electric tractor track.

Volunteer Guidelines and Code of Conduct

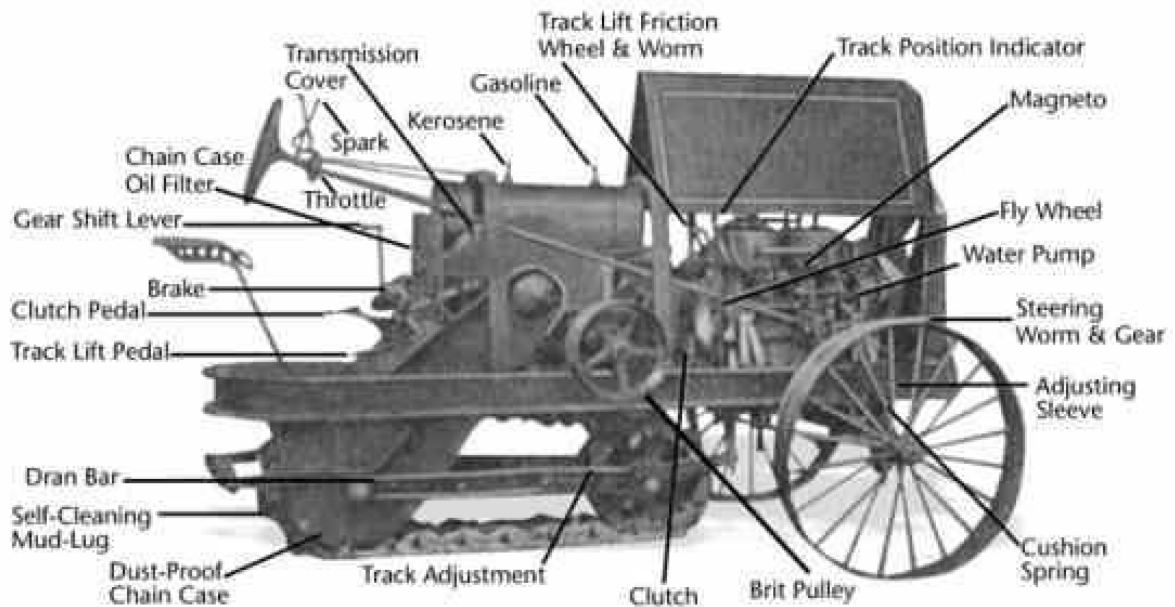
The accompanying guidelines and policies are written in order to provide some guidance and direction to volunteers that are engaged by the Association. They do not constitute, either implicitly or explicitly, a binding contractual or personnel agreement. The Association reserves the exclusive right to change any of these guidelines and policies at any time and to expect adherence to the changed policy.

Volunteers

A Volunteer is any person who gives freely of their time, energy, and skills for public benefit, without compensation or expectation of compensation beyond reimbursement, and performs tasks at the direction of and on behalf of the Association. Volunteers must be officially accepted and enrolled by the Association prior to performing any task. Unless specifically stated, volunteers shall not be considered employees or members of the Association.

- a) Volunteers are not covered by the **Workplace Safety and Insurance Board (WSIB)** in case of workplace-related injury. Volunteers assume the risk in case of injury and may wish to consult their insurance company as a precautionary measure. Student Volunteers are covered for liability by their local School Boards while they are performing their required forty (40) hours of community involvement service. Students do not have accident insurance, or Workplace Safety Insurance coverage through the School Board. It is recommended that students involved in the community involvement service program purchase Student Accident Insurance. The volunteer coordinators will ensure volunteers receive applicable training and will explain the safety rules before the volunteer begins their engagement with the Association.
- b) All Volunteers must complete and submit the “Volunteer Application & Registration Form.”
- c) All Approved Volunteers will receive a Volunteer Handbook, will be required to read the Handbook, and complete an on-site orientation and training session with the coordinators.
- d) All volunteers will be required to complete and agree to the following:
 - i. Volunteer Application & Registration Form.
 - ii. Volunteer Statement.
 - iii. Volunteer Code of Conduct.

- e) All Student Volunteers will be required to complete and agree to the following:
- i. Volunteer Application & Registration Form.
 - ii. Junior Volunteer Statement.
 - iii. Volunteer Code of Conduct.
 - iv. Media Consent and Release Form for Minors.
- f) All volunteers are expected to sign in and out at the beginning and end of their shifts. The sign in/out sheet will be located in the Souvenir or Headquarters Booth during the Show. No vehicles are allowed to be driven on-site. Please park your vehicles or be dropped off at the Admission Booth. A Volunteer Gate Pass will be provided. If you require further assistance, ask someone in the Admissions Booth to contact one of the volunteer coordinators.
- g) The coordinators will have a list of activities that need volunteer attention. Members of the Association are responsible for the Health, Safety and Wellbeing of volunteers and are required to ask a volunteer to discontinue an activity if deemed unsafe or a risk.
- h) Volunteers must wear appropriate attire for the job, safety equipment will be supplied by the Association.



Liability

Volunteers are expected to understand the risks associated with volunteering. Further, volunteers hereby must waive any claims against, indemnify, and hold harmless the Association, its respective officers, directors, sponsors, representatives, members, and other volunteers from any and all liability, including attorney fees that may result from illness, personal injury, or property damage.

Discrimination

The Association is committed to a policy of fair representation and will NOT allow for discrimination on the basis of race, ethnicity, disability, gender, colour, religion, sexual orientation, geography, age, or any other protected class under the Ontario Human Rights Code. Volunteers are expected to adhere to these same standards in the course of their duties.

Service at the Discretion of the Organization

The Association accepts the service of all volunteers with the understanding that such service is at the sole discretion of the organization. Volunteers agree that the Association may at any time, for whatever reason, decide to terminate the volunteer's relationship with the Association without cause. Notice of such a decision shall be communicated as soon as possible to the Volunteer Coordinators.

Representing the Association

Volunteers are asked to not contact organizations or individuals on behalf of the Association. Prior to any action or statement that may significantly affect or obligate the Association volunteers should seek consultations and approval from the appropriate authority. These actions may include, but are not limited to, public statements to the press, coalition or lobbying efforts with other organizations, or any agreements involving contacts, resources, finances, or other obligations.

Confidentiality

Volunteers are responsible for maintaining the confidentiality of all proprietary and privileged information to which they are subjected while serving as a volunteer, whether this information involves a member, volunteer, client, other person, or Association business. Failure to maintain confidentiality may result in termination of the volunteers' relationship with the Association.

Contacting Other Volunteers

Occasionally, volunteers will need to contact other volunteers with regard to their activities with the Association. We expect all such communications among volunteers to follow standard professional practice. The Association will not share contact or other personal information about a volunteer with another volunteer without the consent of all parties involved.

Non-Compliance/Dismissal

Understand that any failure to comply with any of these provisions may result in the suspension/termination of your volunteer status with the Association. No volunteer will be suspended/terminated until the volunteer has had an opportunity to discuss the reasons for the suspension/termination with a member of the Associations Board of Directors.



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