



Volunteer Policy and Procedures

The Market Organising Committee has taken all necessary precautions to ensure the safety of the market volunteers, traders and shoppers.

Two weeks before each market the committee will review the public health situation and the current government guidelines before confirming whether the market will go ahead or not.

In return for their services, each volunteer will receive a voucher to Leykers café for one hot or cold drink of their choice to the value of £5. Only valid on market day.

Volunteer roles and tasks

Morning set up 7-10am: Direct traders to their pitch, ensure the safety of pedestrians in the market areas and help with putting up banners and signage. All volunteers will be outside except for two which will be helping inside Emmanuel's Yard.

Information tent, 2 hour shift between 10am-3pm: Be a general presence in the market for a 2 hr shift between 1000 and 1500. Help on the information desk. Do regular walks through the market and make sure the traders are happy. Man their stalls if they need a loo break!

Afternoon shut down 3-5pm: Manage vehicles as traders pack up their stalls, ensure the safety of pedestrians in the market area and help take down banners and signs. All volunteers will be outside except for two which will be helping inside Emmanuel's Yard.

Volunteer Procedures

By offering to assist at the market all volunteers agree to comply with the following procedures:

- Be polite and helpful to other volunteers, traders and shoppers
- Abide by requests from the organising committee
- Be on time for allocated volunteer time slot (or notify the committee if not able to assist at the last minute)
- Wear a market branded hi-viz vest (provided on loan) while on duty.
- Wear a market branded face mask (provided to keep) over nose and mouth while on duty (unless a medical exemption exists).
- Maintain 2m social distancing between people outside of their social bubble.
- Politely assist traders and shoppers maintain social distancing.
- Use hand sanitiser (provided) when appropriate

Organising Committee promises to all volunteers

- Provide hi-viz vest (on loan)
- Provide face mask (to keep)
- Provide hand sanitiser
- Encourage 2m social distancing between all people at the market
- Ensure proper ventilation and social distancing at indoor venues (Emmanuel's Yard and Town Hall)