

2022 International Plowing Match and Rural Expo
Volunteer Orientation

Tented City – 2675 Bedell Road

Plowing Fields - 1143 County Road 43

RV Park – 2510 Bedell Road, Emergency - 2520 Concession Road

Kemptville, ON K0G 1J0



Thank you for volunteering to join the 2022 International Plowing Match and Rural Expo (IPM) Volunteer Team. It is important to reinforce that this event is largely supported by volunteers and every person on our IPM team wears their volunteer vest with pride.

It is great to see so many familiar faces and names from our community as well as to see volunteers from around the United Counties of Leeds and Grenville (UCLG) and beyond. We are also pleased to welcome local service groups volunteering their time, St Lawrence Seaway Masonic Lodges and Local Lions Clubs

It is especially exciting to get together this year post pandemic and our event will be a success in large part because of the energy and commitment that we all bring to our volunteer roles. For some of us this is a new and once-in-a-lifetime experience as North Grenville (NG) has never hosted the IPM before.

COVID realities have certainly created some unique challenges for us. Our objective is to build on the successes from previous IPMs and to put together an even better IPM this year.

The IPM will see thousands of people from Ontario and Quebec come to our community for a five-day celebration of rural life, competition and entertainment. The economic spin-off in our community is substantial.

It is our objective to create an IPM in which attendees can enjoy a week of events in a safe and friendly environment. We are all ambassadors of the 2022 IPM and of our community as we welcome our guests.

Volunteer Orientation Day Agenda

Registrations starting at 08 15

Welcome and Housekeeping - Doreen O'Sullivan

Welcoming Words from IPM 2022 Chair, Harry Bennett

Welcome Words from The Ontario Plowmen's Association (OPA)
President, Robert McLean

Message from the Provincial Queen of the Furrow, Anna Lennox

General Information for Volunteers – Doreen O'Sullivan

General Information about Tented City - Hugh O'Neill

General Information from the Emergency Committee – Mitch Barsalou

Accessibility – Kim Larin

Family Centre/First Aid – Patricia O'Neill

Health and Safety Committee – George Clark

Radios – Howard Selcer

Separate Sessions with individual Committees

OPA Commented Tour of Tented City for the Volunteers

Our Promise to you as an IPM Volunteer

You are a valued member of the IPM 2022 family. You are offering us your time, energy and commitment to help make the match a success. We will equip you with the tools and support that you need to carry out your volunteer assignment. We will strive to ensure that you are safe and that your volunteer experience is positive, and you are treated with courtesy and respect. We will try as much as possible to match your interests with available volunteer opportunities and we will encourage having fun and enjoyment in your volunteer role.

This Volunteer Handbook has been created as required reading to provide you with information that you will need to know about the IPM to understand and fulfill your volunteer role.

Your IPM vest and ID neck wallet identifies you as a volunteer. Please have your name clearly displayed.

What to Bring with you:

- Hat
- Rainwear
- Sunscreen
- Appropriate clothing – Dress in layers (cool mornings and warm afternoons)
- Appropriate comfortable footwear
- Refillable Water Bottle (Water stations will be available on site)

- Your lunch if you wish.
- Volunteers working at the plowing fields and outside of tented city will receive a boxed lunch delivered to them.
- Volunteers working inside Tented City will be given a break time to attend the food vendors and purchase their lunch. There will be space in the Volunteer Tent for you to eat, rest and mingle with each other. If you choose to bring your lunch there will be a fridge available for you.

We do not have secure lockers to store your personal belongings. You may leave backpacks in the Volunteer tent at your own risk.

Please do not bring valuables.

Your neck wallet will be on a lanyard to hold small valuables.

OUR EXPECTATIONS OF OUR VOLUNTEERS

We all represent the IPM, OPA and North Grenville in our volunteer roles. As volunteers, we are the ambassadors of the IPM, OPA, NG and the UCLG. Many of the impressions formed about the event will be based on our behaviour and attitude as we fulfill our volunteer assignment.

- We expect that you will be registered with Volgistics to volunteer in order to be covered by the OPA insurance.
- We expect that you will behave professionally and with respect and courtesy in any interaction that you have with other volunteers, artists, exhibitors, patrons, officials, invited guests

and VIPs. While you will be assigned to carry out specific tasks during the IPM, the volunteer vest and ID Lanyard alerts our guests that you are representing the event generally.

- We expect that you will honor your assigned times and duties. The Volunteer Committee has worked with your directors and chairpersons to ensure that we have the right number of volunteers with the appropriate skills in place at the right time for each component of the event.
- We also expect that this will be a super great week and that you will enjoy yourselves, the competition, the entertainment and the atmosphere.

Here are some key expectations that we have for you in your Volunteer role:

- You are expected to work a minimum of two four hour shifts. If you choose to work more shifts over the event, it will be greatly appreciated.
- We expect you to bring positive energy and a customer service philosophy to your role as an IPM volunteer and ambassador.
- We expect that you will report to the appropriate chairperson you are assigned to. We expect that, regardless of your assigned role, you will all treat the venue with respect and protect the grounds. If you see an empty cup or paper on the ground, please pick it up and deposit it in the nearest waste container. If you notice that a waste container is full, let your chairperson know so that the Sanitation Team can be notified.
- Check your area upon arrival for unnecessary debris, hazards, boxes or containers, which are not clearly labeled. Do not allow anyone in the work area that is not properly identified or does not have proper credentials
- We expect that you will report any and all potentially unsafe conditions or acts to your chairperson or security

- Notify Security of suspicious packages, people or activities by calling on the IPM radio channel 15 or police at 1 888 310 1122
- As you may be privy to confidential information related to the IPM, we expect that you will respect the fact that the information you have was given to you in confidence.

Unacceptable Behaviour

The following actions/ behaviours by our volunteers are inappropriate, will not be tolerated:

- Do not carry and/or consume drugs or any other illegal substances on the IPM site
- Do not consume alcohol during your volunteer shifts and do not attend your shift intoxicated. If, after your shift, you visit the lounge please ensure that you are not wearing your “Volunteer” vest or your ID Lanyard. You will have to go through “age of majority” verification if you are planning to purchase alcohol.
- Do not use your phone or other electronics unless it is required for your volunteer shift.
- Do not use your volunteer position to solicit for other causes or events.

This booklet contains safety guidelines for the event. Please read carefully and understand it fully. Your knowledge of this booklet is essential to maintaining a safe and enjoyable event.

In fulfilling this commitment to protect both people and property, the directors and chairpersons will provide and maintain a safe and healthy work environment, in accordance with industry standards and in compliance with legislative requirements, and will strive to eliminate

any foreseeable hazards which may result in property damage, accidents, or personal injury/illness.

We all share equal responsible for minimizing accidents, are accountable for maintaining health & safety standards and will perform our jobs properly in accordance with established procedures and safe work practices.

Message from our Chair

Hello to all IPM 2022 Volunteers,

I would like to welcome everyone to IPM 2022 Volunteer Orientation Day. The IPM & Rural Expo is a great event that brings many different people together from both agriculture and non-agriculture groups to work towards a common goal. The goal is organizing and staging the largest event to ever come to North Grenville in its 230 year history. This event called the International Plowing Match and Rural Expo is expected to draw around 60,000+ people. This is a great opportunity to showcase both North Grenville, Leeds-Grenville and surrounding areas to people attending from Ontario, Quebec and the Northern US states. This event is not possible without the co-operation of North Grenville, Leeds Grenville and the many volunteers that are here today. The saying "It takes a village" comes to mind and in this case our volunteer numbers would comprise a village. Please remember that what you are volunteering for a great community event and we hope to donate a good sum of money back into the community from the local committee's share of the profits. I would like to take this opportunity to thank everyone for their hard work and for volunteering to be part of the solution rather than part of the problem.

Harry Bennett

Message from the Provincial Queen of the Furrow

Welcome, Volunteers!

My name is Anna Lennox and I am honoured to be the Ontario Queen of the Furrow. I'm so excited to join you all in Kemptville in celebration of the 2022 International Plowing Match and Rural Expo.

After years of strategizing, planning and organization, it's hard to believe we're only a week away from the match. This event would not be possible without the dedicated effort of a tremendous number of volunteers, board and committee members, host landowners, sponsors, and the local community of North Grenville.

On behalf of the Ontario Plowmen's Association, I'd like to extend my most sincere thanks to each and every volunteer. Planning one of North America's largest agricultural events amidst a global pandemic has not been an easy feat – so congratulations to all for your tremendous efforts. No matter how big or small, your contributions are critical in ensuring the success of this event.

Thank you!

2022 IPM SAFETY MANUAL

Even with the best of plans, the occasional accident, incident or situation may occur. How the volunteers, staff and participants handle an incident is vitally important to all parties involved. The following instructions should help to enable those at the scene to handle the situation in the best and most effective way possible.

Additional Volunteer Responsibilities

It is the responsibility of everyone involved in the event to conduct themselves in a manner that will not endanger him or herself, volunteers, staff, participants or spectators. It is the responsibility of the organizing committee, staff members and volunteers to conduct themselves in a manner that enhances and maximizes safety by following these guidelines while at the International Plowing Match & Rural Expo.

- Follow and enforce any safety directions that are publicly announced during the event
- Report any emergency to your chair or using channel 15 if you have a radio
- Fill in the incident report, found in the IPM or OPA offices, for any safety situation and drop it off at the IPM office, OPA office or RV Park Office
- Know and follow the Violence and Harassment Policy

Violence and Harassment Policy

The International Plowing Match and Rural Expo (IPM) values its volunteers and is committed to providing an environment in which individuals are treated with respect and dignity, free from abuse, harassment, discrimination, and violence. The IPM is also committed to the right of every person to equal treatment without discrimination with respect to services, goods and facilities, and employment. The IPM is further committed to freedom from harassment in the workplace by committee members, another volunteer, staff or visitors and these commitments apply at every level of the organization and to every aspect of the workplace environment and employment relationship.

The IPM will take appropriate measures to provide an environment where no form of abuse, harassment, discrimination, or violence is tolerated.

The IPM will establish a process to deal effectively, quickly and fairly with any situations involving claims by committee members, volunteers, contractors, staff and visitors of abuse, harassment, discrimination, or violence that come to the attention of the IPM's leadership. A substantiated case of abuse, harassment, discrimination, or violence will result in appropriate action, as determined by the IPM, including disciplinary action up to and including termination.

Committee members and volunteers will refrain from unwelcome, offensive, or abusive comments or conduct, or discriminatory treatment, related to an individual's race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, gender, sex, sexual orientation, age, record of offences, marital status or disability, and will make every effort to stop abuse, harassment, discrimination, and violence at the source.

All committee members and volunteers are expected to uphold and abide by this Policy, by refraining from any form of abuse, harassment,

discrimination, or violence, and by cooperating fully in any investigation of an abuse, harassment, discrimination, or violence complaint.

Emergency Response Procedure

International Plowing Match volunteers act as the eyes and ears for the onsite emergency responders.

To initiate an emergency response by Police, EMS or Fire:

- It is preferred to utilize the IPM radio system unless stated otherwise. If you have a radio or can get access to one, switch to channel 15 and call using the following words; “Emergency, Emergency” then state what agency you require and what your emergency is and your location.
- If you do not have access to a radio, call 9-1-1 directly. The address for the International Plowing Match is 2675 Bedell Rd. The Plowing Fields are at 1143 County Road 43 and the RV Park is 2520 Concession road
- Follow the instructions from the Dispatch or Command Centre and be prepared to answer the following questions such as;
 - Location of the incident (RV park lot number, Street names, Event etc)
 - Description of the incident
 - Your name and alternate contact method (cell phone number)

IMPORTANT: Record all incidents requiring Police/EMS/Fire response using the Incident Report Form available in the IPM office trailer on site.

Fire, OPP Police and EMS will be located at the Service Entrance at the South End. Private Security will be onsite 24/7. EMS and OPP Police will be onsite 8:30 am – 5:30 pm. After hours, OPP police can be contacted using 911.

Security/Police Response

North Grenville OPP and/or Private Security will be on site and conduct security patrols on a 24/7 basis while the event is in operation.

If you come across an incident of a potential security or police-related nature do the following:

If the incident involves potential loss of life, serious harm, assault or imminent safety/security threat – contact 911 via cell phone

- Follow the prompt of the Communication Dispatcher
- Do not become directly involved
- Follow up with a call on the IPM radio channel 15 – state 911 has already been called.

If the incident is less serious in nature use the Emergency Response Procedure

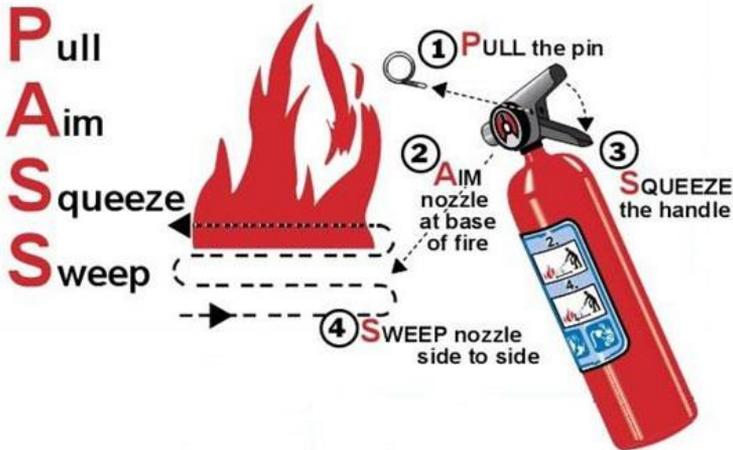
- Stay in attendance at the scene until the officers arrive
- Be prepared to report on what you saw, heard, and what your involvement has been prior to arrival of Safety Personnel
- Take notes of the incident

Fire Response

The North Grenville Fire Department will have Firefighters on-site during the event. In the event of a fire, other emergency or a hazardous condition, do the following:

- Use the Emergency Response Procedure – IPM radio channel 15 or 9-1-1
- Ask people to vacate the area
- Extinguish the fire only if it is safe to do so and you can safely operate an extinguisher; all tents have a fire extinguisher at the entrances and exits
- Stay in attendance at the scene until the firefighters arrive
- Report what you saw, heard and your involvement

To operate an extinguisher:



Class ABC is effective on these types of fires:



trash, wood, paper



flammable liquids



electrical equipment

Fire Extinguisher Operation and Ratings

EMS Response

Medical emergencies and incidents can occur at any time during the International Plowing Match and may involve a visitor, participant, employee or volunteer. Some emergencies may only require first aid care, while others may require immediate medical attention. North Grenville EMS will be on-site 8:30 am to 5:30 pm each day of the event. If in doubt, error on the side of caution and do the following

- Stay calm
- Use the Emergency Response Procedure – IPM radio channel 15 or 9-1-1
- Stay in attendance at the scene until the paramedics arrive
- Report what you saw, heard and your involvement

- Provide first aid care if trained to do so

If the injury is minor in nature escort the person to the Family Centre/First Aid tent for assessment and treatment.

Emergency First Aid

- Stay with the ill/injured person until EMS arrive
- Initiate CPR if trained to do so
- Do not give the victim anything to eat or drink
- Do not move victim unless they are in a threatening situation. If the victim must be moved, always support the head and neck
- Do not approach victims of electrocution or toxic exposure unless they are clearly away from the hazard
- An AED is located at the Plowing Fields in The Plowing Office trailer. First Aid supplied will also be at this location.
- An AED is located in Tented City at The Family Centre/First Aid Tent

Site Emergency Planning

The International Plowing Match and Rural Expo has an Emergency Support Plan in place and in the event of a natural or manmade disaster, this plan will be put into effect by the designated members of the executive team. Should the decision be made to evacuate the site, volunteers will be given direction through the public address system. In the event of a large scale disaster, the International Plowing Match Executive Team will co-ordinate with the Municipality of Grenville and all Emergency Service Personnel who will initiate their approved Emergency Plans and take over direction of the event.

Lost Persons/ Accessibility/ Nursing/ First Aid Area

The 2022 International Plowing Match and Rural Expo will be staffing a **Family Centre and First Aid Tent** during the daily open hours of the Match.

Report of a Found Person - If a person becomes separated from their group or family and approaches a volunteer, the volunteer will report the found person through a call on IPM radio channel 14 and then escort the person to the Family Centre /First Aid Tent.

Report of a Lost Person - If a group or family member cannot find a person and approaches a volunteer, the volunteer is to stop the group from roaming. Take them to the Family Centre/First Aid Tent. Call the Family Centre /First Aid Tent on IPM radio channel 14 to inquire. If no information is available on the missing person, request police assistance on IPM radio channel 15. If a radio needs to be located send a second volunteer. Do not leave the family! Please be prepared to give your exact location for assistance.

Always remember that a missing person is not limited to just children, it can happen to anyone of any age.

Radio Identification for the IPM

Sector	Channel
IPM Office	1
Gates and Tickets	2
RV Park	3
Tented City	4
Transportation	5
Ontario Plowmen's Association	6
Antiques	7
Education	8
Lifestyles	9
Volunteers	10
County	11

Entertainment	12
Communications	13
Family Centre/First Aid/Lost Persons	14
Emergency	15

Equipment

The following guidelines and rules will be in place in order to use the equipment provided by/to the International Plowing Match.

- Drivers/operators must be trained or familiar with the equipment that they are operating
- Drivers of UTV's, Golf Carts and tractors must hold a valid driver's licence or be a minimum 18 years of age
- All drivers/operators must obey all posted signage
- All equipment is to be signed out with all the required forms completed
- Any misuse/abuse of the equipment will not be tolerated
- No rides will be given to visitor/spectators. NO EXCEPTIONS
- Fueling of equipment must be done at the designated fueling areas

Speed Limit

The speed limit within the Tented City and RV Park premises is a maximum of 10km/h.



Accessibility

We welcome all individuals to attend and be involved in the IPM, offering accessibility features for all to enjoy the match independently.

Some of our Accessibility features include:

- Accessible parking, shuttle wagons, picnic tables and unobstructed viewing areas
- Accessibility Scooters will be available for rent on site at Gate 3
- Only scooters are allowed on the streets.
- Golf carts are not available to rent. If a person brings their own golf cart with the proper accessible accreditation and proof of insurance, then they can drive on the service roads and avenues only----not on the streets.
- Transportation of scooters from the Accessible Parking lot to the Tented City on request
- Accessible washrooms
- Working Service Animals are permitted

Universal Accessible Washrooms (UAW)

In addition to the accessible washrooms that can be found at any group of port-a-potties, there will be two (2) Universal Accessible Washrooms (UAW) within Tented City.

Parking Passes

It is extremely important that your Parking Passes are hung on your rear-view mirror and clearly visible to the Parking Attendants to ensure a proper flow of the Parking Lots.

Thanks to Councillor Deb Wilson and Grahame's Bakery, and the Kemptville Tim Hortons for generously donating the refreshments today.