

## MINI-COMPETITION VOLUNTEER ROLES

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### Set Up

- General set-up including, but not limited to: décor, registration table, signage, podium/awards setup, food/drink for judge(s), etc.
- Requires volunteers to arrive at least 1-2 hours prior to event.

### Food Runner

- Pick up food for judges/volunteers and deliver to a designated location.
- Requires volunteers to start 1-2 hours prior to event.

### Ice Captains

- Manage the skater's entrance to and exit from the ice (opening and closing the gate) for warmups and events.
- Ensure all skaters are present for the event and communicate with dressing room supervisors and other volunteers.

### Music and Announcer

- Announcer
  - Responsible for announcing the competition events and skaters names.
- Music
  - Have the correct music ready for all events and play a skaters or teams music once they are ready and in their starting position.
  - Run the iPod for skaters music.
  - If required, play background music between events and during warm-ups.

### Registration

- Check-in skaters and direct to their change room.
- Distribute gift bags.
- Ensure all skaters have their music sent in by mp3 at time of registration.
- Ensure any absences are reported to the coaches/judges.

### Results Tabulator

- Responsible for managing the certificate/award preparation and event result tabulations.

### Podium and Presentations

- Responsible for collecting the certificates and results from tabulators when ready.
- Distribute and/or present certificates and awards to skaters after their events.

### Runner - This is an excellent position for a young athlete within the club!

- Collect judges sheets and run/skate them to the Results Tabulators.
- Relay information from on-ice coach/judge to off-ice volunteers (tabulators, registration table, ice captain) as needed.

**Skater Marshall**

- Check in skaters for their flights.
- Direct skaters to gate at appropriate time.
- Maintain smooth traffic flow from dressing rooms to staging to gate.
- Communicate with Ice Captain/Announcers if a skater is delayed or absent.

**Clean Up**

- General clean-up, including but not limited to; ensure all dressing rooms are clean and no items left behind, ensure any leftover awards, certificates or goodie bags are labeled and stored, clear and store any items taken out for the event (food, podium, décor, etc.).