NATIONAL WOMEN'S UNDER-18 CHAMPIONSHIP
CHAMPIONNAT NATIONAL FÉMININ DES MOINS DE 18 ANS

U18

CALGARY, ALBERTA
NOVEMBER 6-10 NOVEMBRE 2013

VOLUNTEER JOB DESCRIPTIONS

NATIONAL WOMEN'S UNDER 18 CHAMPIONSHIP

Event Partner / Partenaire de l'événement

Premier Sponsors / Commanditaires Principaux

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OFF-ICE OFFICIALS

Time Keeper

Shift Start: 75 minutes prior to game time

Location: Box at ice level, opposite players' benches.

Description: You will be in charge of the time clock from the start of the 60 minute 'count back clock'. For each game, there is a set protocol with regards to timing beginning from 60 minutes out from actual puck drop. We will provide you with an exact breakdown (game operation outline) and cover these times at the Volunteer Orientation evening.

During the game: You will be in charge of starting and stopping the clock in conjunction with the on-ice play. You will also be in charge of updating any goals, shots, periods, penalties and time outs (if required).

At intermission: You can leave the box, but you are in charge for setting the time as per the game operation outline.

Extra time: We will provide you with a copy of the official rules for the tournament; please familiarize yourself and ensure you know the process following 60 minutes of play should the score remain even. We will have a copy of the rules in the box as well.

At end of game: Clear the clock and depending on timing – set count back clock relative to the next game.

Score Keeper

Shift Start: 30 minutes prior to game time

Location: Box at ice level, opposite players' benches.

Description: You will be in charge of the score sheet for the game. At 30 minutes prior to the game, you will need to ensure you have the game sheet back from the Host Committee staff member in charge of this area. The game sheet should be completed by both coaches and starting line ups identified.

During the game: You will be in charge of filling in the score sheet as the play goes on including goals, assists, shots per period, goalie changes, penalties etc.

At intermission: You can leave the box, but please ensure you are back with 5 minutes back on the clock

Extra time: We will provide you with a copy of the official rules for the tournament, please familiarize yourself and ensure you know the process following 60 minutes of play should the score remain even. We will have a copy of the rules in the box as well.

At end of game: You will be in charge of ensuring the referees sign the game sheets and that all copies are returned to the Volunteer Game office.

Goal Judge

Shift start: 30 minutes before game time

Location: Either end of the arena directly behind the net

Description: There will be a chair at ice level for you to sit on. You will be in charge of following the play, keeping an eye on the net and the goal when the play is in your end. Using your best judgement, you will be in charge of turning the light on when a goal is scored. To be clear, the puck must completely cross over the goal line. In the end, the referee has the final call on the ice, but you are the second set of eyes on the net.

Penalty Box Attendant

Shift Start: 15 minutes prior to game time

Location: Penalty box at ice level, opposite players' benches.

Description: You will be in charge of opening and closing the penalty box doors when a penalty is called and when the time has been served. It is important to be aware if the penalties are coincidental (remains 5 on 5) or if the team is short-handed. You will also need to be mindful of when the penalty is almost up so that you are prepared to let the player out on to the ice.

ANNOUNCERS & MUSIC

Music

Shift Start: 45 minutes prior to game time

Location: Box at ice level, opposite players' benches.

Description: You will be in charge of playing the music during warm up, stoppages in play and during intermission. When there is no anthem singer, you will also be in charge of playing a recorded version of the national anthem at the beginning of each game.

Announcers – English & Bilingual

Shift Start: 30 minutes prior to game time

Location: Box at ice level, opposite players' benches.

Description: You will be in charge of any announcements occurring prior to, during and after each game. There will be an outline of speaking points as well as a script provided where needed. Announcements include goals, assists, penalties, sponsor acknowledgements, game promotion activities (ie. 50/50, raffle, etc.)

Same goes for the French announcers; for Quebec games the announcements will be made in French first followed by English.

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TEAM SERVICES

Team Services/ Protocol – Home/Away/ General

Shift Start: 60 minutes prior to game time

Location: Dependant on teams playing. Location will be ice level around the team dressing room/players' benches.

Description: You will be in charge of assisting the Team Host with any pre-game preparation, including but not limited to: ensuring pucks are ready for warm up, snack table is refilled, water/ beverages are out if needed, assist with laundry services (pick up prior to, return post game), there may be some other roles to play depending on the team and team host.

50/50

Shift Start: 30 minutes prior to game time

Location: Arena Entrance/ Concourse

Description: You will be in charge of selling 50/50 tickets prior to the game and through to the end of the 2nd intermission. 50/50 tickets will only be sold at the 7pm games for Wed, Thurs, Fri and all day Saturday and Sunday. The 50/50 system is an electronic system with handheld devices that print tickets on the spot.

RUNNER-MISC

Shift Start: 30 minutes prior to game time

Location: All over

Description: You will be in charge of assisting a variety of event areas depending on what is required. This may be anything from Team Services, Security, 50/50, Ticketing, Transportation, Food Runs, etc.

EVENT SUPPORT

Security Main Door - Tickets

Shift Start: 45 minutes prior to game time

Location: Arena Main Door

Description: Prior to the game, you will be in charge of scanning tickets at the main arena doors. It will be your duty to ensure those entering have the required ticket or pass.

Security Other Doors

Shift Start: 60 minutes prior to game time

Location: TBD

Description: Prior to, during, and following the game you will be in charge of watching the players entrance to the arena. Here you will be looking for specific passes with authorized clearance to ensure the correct people are only in the areas they should be.

Security VIP Area

Shift Start: 45 minutes prior to game time

Location: VIP Area Concourse

Description: Prior to during, and following the game you will be in charge of watching the VIP Area on the concourse of the arena. You will be looking for specific passes or tickets with authorized clearance to ensure the correct people are only in the areas they should be.

Program Sales

Shift Start: 30 minutes prior to game time

Location: Concourse – Outside Volunteer Room

Description: Prior to and during the game, you will be selling programs at a table located outside the Volunteer room. There will also be silent auction items that will be displayed throughout the week collecting bids. You will be in charge of watching over this area to ensure that nothing goes missing.

VOLUNTEER ROOM

Shift Start: 60 minutes prior to game time

Location: Volunteer Room located next to the ticket booth on main concourse

Description: You will need to have a good handle of the arena and the location of all the key components. You will be in charge of checking in volunteers for all areas and verifying they have the correct accreditation and clothing. You will also be in charge of ensuring there is enough food, beverages, etc. on hand for all volunteers for each game. There will be a host committee person who you will report to if these need to be replenished. You will work to provide all volunteers what they need to in order that they have a memorable and enjoyable experience at the event.

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GENERAL SUPPORT

Shift Start: 30 minutes prior to game time

Location: Volunteer Room located next to the ticket booth on main concourse

Description: You will be in charge of assisting a variety of event areas depending on what is required. This may be anything from Team Services, Security, 50/50, Ticketing, Transportation, Food Runs, etc.

PROTOCOL/ CEREMONIES

Shift Start: 60 minutes prior to game time

Location: All over

Description: You will be in charge of assisting the Host Committee member in charge of Ceremonies and Protocol; this will include but is not limited to, coordination and direction of anthem singers, in-game promotional participants, flag bearers, puck droppers, intermission activities, post-game presentations.