



**Okay! The Star Series #1 competition is just around the corner and we're ready to sign up our fabulous volunteers!**

**Welcome to the Sign-Up Page for Star Series #1 hosted by Calalta Figure Skating Club!**

**November 22-24, 2024**

**All shifts located at Jimmie Condon/Rose Kohn Arenas**

**502 Heritage Drive SW, Calgary AB**

- There are 3 links listed below for volunteer opportunities.
- Please review each volunteer opportunity and sign up for the shift (s) that works best for you.
- All positions will have plenty of training so no need to worry - we're there to help you be successful and enjoy your time volunteering!
- Please check in at the Registration Desk (located inside the front doors).
- Arrive 15 minutes before your shift starts to allow time to check in and for training.
- At check-in, you will receive your Volunteer ID which needs to be worn while you are on duty;
- All shifts will be located at Jimmie Condon/Rose Kohn Arenas at 502 Heritage Drive SW.
- Please remember to dress appropriately - gloves and comfortable shoes are a necessity.
- Most positions are appropriate for 16 years+ unless noted.
- All Sunday afternoon shifts will be extended a little and we ask everyone to help with clearing everything out after the competition is complete.

**Your individual jobs are extremely important in making this a successful competition! Please make this your priority while on shift.**

### **Announcers and Music Players:**

<https://www.signupgenius.com/go/30E0B48A8AE2DA7F85-53099317-2024#/>

**Music Players:** Will be directed by the Referee, responsible for playing the skater's music on the computer once skater is in their starting position; Turns down the music when the announcer is speaking and turns it up when announcer is finished; plays background music between events and during warm ups; Please dress warmly – bring a blanket to keep you warm – but please wear a warm jacket plus gloves (fingerless ones are best) and warm footwear; This position requires good dexterity, must be attentive and keep an eye on the skater for when they are in their starting position.

**Announcers:** Works under the direction of the Referee and in conjunction with the Music Player. Using a microphone, reads from a script and announces the skater's name only for warm ups and for the event/category announce the skater's name and club prior to their skate according to the list provided; Script will be provided for you to follow – no improvising allowed! Volunteer must be able to enunciate words clearly and correctly and must be comfortable speaking into a microphone; Must be able to speak clearly and concisely and must have a strong command of the English language.



## **Ice Captains, Dressing Room Captains:**

<https://www.signupgenius.com/go/30E0B48A8AE2DA7F85-53099303-2024#/>

**Ice Captain:** Manage the skater's entrance (opening and closing the gate or door) for warm ups and events; Ice Captain will receive a clipboard with the starting orders for the day as well as a competition schedule; Checks skaters off when they arrive to go on the ice; Ensure the skaters going on for their warm up are the correct skaters; Works with the Dressing Room Captains; Makes sure the 'on deck' or the next skater is ready.

**Dressing Room Captains:** Responsible to check skaters in upon arrival to dressing room area; will receive a clipboard with the starting orders for the day as well as a competition schedule; You will be required to ask the skaters their name and which event they are in, direct them to their assigned dressing room. You can then check off their names; will work with the Ice Captain as to how the event is running.

## **Registration Desk, Medal Presenter, Hospitality, Set Up and Tear Down:**

<https://www.signupgenius.com/go/30E0B48A8AE2DA7F85-53113017-2024#/>

**Registration:** This role is one of the most critical as it is the first person the skater/parents/volunteers and coaches will encounter. You are the face of the club so it is important that you are professional, calm and respectful with all participants. You must be comfortable communicating in English. Must be 18+ yrs. as these volunteers will also be overseeing the Raffle Table (if required).

**Medal Presenters:** Work in pairs to present medals/ribbons to skaters. They will prepare the medals and ribbons prior to each event. Results will be brought to the podium area; the Medal Presenters will read from the script (no improvising) and present medals to the skaters on the podium. Must be comfortable speaking in front of a small group and be able to enunciate clearly and correctly.

**Hospitality:** Heat meals, restock snacks, assist caterer, keep food areas clean, pack up uneaten food after meals. Maintain coffee and other beverages. Tidy tables and areas, empty garages, sweep floors and assist anywhere needed including the Officials' room if required.

**Set Up:** Friday morning starting at 8 am, setting up tables, chairs, podium, putting up signs and carrying items throughout the building including up and down the stairs. Please dress warmly and wear appropriate footwear.

**Tear Down:** Putting away tables, chairs, podium, and taking items and equipment up to the office for storage. Strong individuals needed to assist with moving heavier items at completion of event Sunday afternoon.

**If you have any questions, please contact the office at [info@calalta.net](mailto:info@calalta.net)**