



## VOLUNTEER ROLES

<p>Volunteer Check-In</p>	<ul style="list-style-type: none"> <li>-Familiarize yourself with the field layout - see technical package for the diagram.</li> <li>-Greet volunteer and thank them for volunteering.</li> <li>-Find volunteer name/shift on registration sheet. Note time of arrival.</li> <li>-Note CLUB beside time of arrival on the registration sheet. If no club, leave blank.)</li> <li>-Provide volunteer with t-shirt. (They get to keep it.)</li> <li>-Provide volunteer with a name tag. (Please print their name clearly.)</li> <li>-INFORM:             <ul style="list-style-type: none"> <li>→ Access to track level ONLY while wearing tshirt/volunteering. Leave the track level after volunteering.</li> <li>→ Food available in hospitality for morning shift. Hospitality cart will be around on the track level for afternoon volunteers to get drink and a snack.</li> <li>→ Show them on the diagram/map where their event is located if necessary.</li> <li>→ Officials will provide instruction to them at the event location.</li> <li>→ Instruct them to check out at the volunteer desk when they finish their shift.</li> </ul> </li> </ul>
<p>Club Package Pick-up</p> <p>Awards</p>	<ul style="list-style-type: none"> <li>-Provide Club coaches with their bib packages.</li> <li>-Note WHO received the package on the pickup sheet. Athletes will ask which coach has the package.</li> <li>-Unattached athletes may obtain their respective bibs and pins. Check off those that have taken their bibs on the package sheet.</li> <li>-Masters typically self-coach so can pick up their bibs/pins individually. Check off those that have taken their bibs on the package sheet.</li> <li>-Result sheets will be in the timing area when ready. The runner position will go back and forth at peak times to obtain those sheets and give them to the Awards volunteers.</li> <li>-Top 3 awards are given to top 3 performers in each event. (No ribbons)</li> <li>-Check off when a top performer takes their award.</li> <li>-Note: Please give awards to the athletes that won - not friends. If not possible, then please note the name of the person the award has been given to if not the actual top performing athlete. (ie. coach, parent)</li> </ul>



	<p>-Note: Be sure to award top 3 performers in the finals, as opposed to the heats. This will be indicated by the word “FINALS” on the results sheet.</p> <p>-Note: Some events are at the provincial level. Determine which events are provincial level. ONLY give provincial medals for these specific events. General meet medals are provided for non-provincial events.</p> <p>-Combined events (such as Pentathlon, Hepathlon) receive awards for the top 3 performers in the <b>total combined events</b> - NOT each event that comprises the combined event. If this is unclear, please ask.</p>
Runners	<p>-Bring score sheets from Officials to the timing area for entry. At the Butterdome, we use a line/clip that hangs to the track level. The timing area staff will bring them up like a pulley.</p> <p>Note- Be super mindful of crossing the track and only do so when a race is not taking place. Connect with Officials if you have any questions.</p>
Security	<p>-Positioned at main track entry points to ensure access to track level is secure.</p> <p>-Allow track level access for accredited coaches with wrist bands; volunteers with appropriate shirts; Officials; and athletes that are competing.</p> <p>-Disallow non-competing athletes, friends, parents, non-accredited coaches track access.</p>
Athlete Call Area	<p>-Refer to heat sheets and work with Officials to ensure athletes are in the correct heats.</p>
Pole Vault	<p>-Assist with raising/leveling the pole vault bar.</p>
High Jump	<p>-Assist with replacing/placing the high jump bar.</p>
Throws	<p>-Assist with measuring throws and maintaining a safe throws area.</p>
Long Jump/Triple Jump	<p>-Assist with measuring jumps, organizing athletes, raking the sand pit.</p>