

Volunteer Opportunities for CSI

Our club's competition, the Colorado Springs Invitational, takes a large amount of time and effort to pull off. The planning for this event is a year-round process and as soon as we finish this year's competition, we usually take a few weeks break and then start all over again. Here is a definition of all the volunteer positions that accompany a competition. You will see that there are a lot of different tasks/roles that are available to you that have varying degrees of involvement and time commitments. **All volunteers are able to visit the Volunteer Hospitality room before or after their shift as appropriate to get meals and snacks.**

Volunteer positions during the competition:

- 1) Awards Presenters
 - a. Will track results via the online results link and note the top 6 placements on the starting order
 - b. Will do the awards presentation to the top 6 places
 - i. Beginner and higher levels 1-4 medals, 5-6 ribbons
 - ii. Snowplow Sam – Free Skate 6 1-6 medals
 - iii. Start with lowest placement (based on number of skaters) and hand the their medal or ribbon and have them stand on the podium for pictures
 - c. This job is outside the rink – desk will be under a tent – awards will be outside with a backdrop
 - d. Parents and younger skaters can team up to do the awards
- 2) Accounting Runners
 - a. This job is for adults and kids (need to be at least 8 years old and able to handle instructions on their own)
 - b. Will run results from the judges stands to the accounting room and in some cases back to the judging stand for referee signature and then back to the judges room
 - c. 6.0 events run faster so there may be more runners during this event and the events may be happening on both sides of the ice surface.
 - d. Runner needs to be able to recognize who handed them the papers so that they can return to the same person for signature.
 - e. IJS events run much slower and only need the runner to pick up the packet from the stands after both the technical controller and referee have signed the papers and take them to the accounting room.
- 3) Accounting Adult (copier and organization duties)
 - a. Assist the accountants and organize the runners.
 - b. Need to keep the runners quiet while in the room
 - c. Need to keep track of the papers coming in and out to make sure that all come back with signatures and are appropriately filed
 - d. Instructions are provided in the accounting room for how to file all the papers

- e. Accountants will instruct the volunteer on anything they need help with
- 4) Registration Desk
- a. Will be using computers to check in people
 - b. Instructions will be provided as to how to use the software for check-in along with login information. There is an extensive book and there are always people to help
 - c. Check in skaters, coaches, officials, volunteers and provide them with the appropriate credentials and instruct them where to go
- 5) Ice Monitors
- a. Ice monitors must be at least 16 years old and we are requesting 3 per shift
 - i. Need to have the ability to multi-task
 - ii. Will check off skaters as they report to compete on paper and via the computer
 - iii. Will open the door for skaters/coaches, spectators/chaperones to enter
 - iv. Must be able to communicate with people to direct them
 - v. Detailed instructions will be provided for both practice ice and for events
- 6) Announcers
- a. Will announce and track time for practice ice sessions
 - i. Enter the ice
 - ii. 5 minute warning
 - iii. Leave the ice
 - b. Will announce events
 - i. Script provided
 - ii. Instructions provided
 - iii. Each Announcer will have their own microphone to connect up to the system
- 7) Music Players
- a. Will play music for events and possibly practice ice sessions via a computer
 - b. Must be comfortable with using iTunes on a laptop
 - c. Volunteers must be at least 10 years old and have the technical skills to manage the music playing
 - d. Instructions are provided
- 8) Hospitality Room monitors (Officials + Volunteer + Coaches)
- a. Officials Room
 - i. Ensure that snacks are stocked, condiments are stocked
Keurigs have water, sodas and water are stocked and cold, and organize and distribute meals when delivered
 - ii. Assist officials with any needs
 - iii. Adults only for this role

- iv. Must be aware of their surroundings and must not share anything they hear in the room with anyone outside of the room
 - v. Clean and wipe down tables as officials leave the room
 - vi. Instructions are provided
 - b. Volunteer Room
 - i. Ensure that snacks are full, sodas and sparkling water are cold, and organize food when delivered
 - ii. Skaters 16 and older can man this room
 - iii. Clean and wipe down tables as volunteers leave the room
 - iv. Instructions are provided
 - c. Coaches Room
 - i. Ensure that snacks are full, sodas and water are cold, and organize food when delivered
 - ii. Make coffee in large urns
 - iii. Skaters 16 and older can man this room
 - iv. Clean and wipe down tables as volunteers leave the room
 - v. Instructions are provided
 - d. Food Donations - There will be food donations accepted that you can sign up to provide that will have volunteer hours associated to them. A sign-up Genius link will be emailed out to everyone.
- 9) Security monitors
 - a. Needed for the East Rink to ensure compliance with no skaters and coaches in the areas marked for officials and volunteers only
 - b. Will need to check credentials
 - c. Must be an adult
 - d. One position will be outside the East rink at the registration desk
 - e. One position will be inside the East rink at the stanchions to ensure no entrance by coaches/spectators/skaters to the judge/volunteer area
- 10) Officials' transportation (picking up/dropping off officials at the airport/hotel)
 - a. Must have a valid driver's license
 - b. Will need to be able to communicate with the official to coordinate pickup at the airport and drop them off at the Drury Inn on Interquest Parkway on Thursday or Saturday
 - c. Will also need people to take officials from the Drury Inn or Ice Rink to the airport on Sunday
 - d. Will need to wear a mask initially but can ask the official if they are OK with you removing it. If they say "no", then please wear it for the duration of your trip.