



Roseville Figure Skating Club

Roseville, Minnesota

Competition Volunteer Position Descriptions

Runners and Posting Area

Runners sit/stand quietly next to the judging area and await the scores to be handed to them by the referee after each event. They deliver these scores, kept in a folder, to the accounting area; wait for copies to be made and deliver and post to: posting area, awards, registration, and pictures. RFSC skaters love this job! Runners work in teams of at least two (2), one of whom should be familiar with the process.

Monitors

Monitors work at ice level where the skaters enter the ice. Skaters check in with monitors before their event and this is communicated to the Announcers using headset/walkie talkies. Volunteers must be at least 15 years old. Two (2) workers are needed during compulsory events.

Awards, Trophies and Flowers

Once the awards are delivered to the rink, they are sorted by event. Volunteers hand out awards during the competition making sure all competitors sign the results sheet. Volunteers then direct skaters to the picture taking area. Flowers are sold throughout the competition. Volunteers can be parent-child together or be at least 15 years old.

Hospitality

Hospitality provides food and beverages for our judges, coaches, vendors and volunteers throughout the competition. The chairs seek donations of food items or money and make purchases of food and supplies needed and determine menu. They set the schedule and secure volunteers to work in the three (3) hospitality rooms. Volunteers help set up the meals, maintain food supplies and keep areas clean. The shifts are usually 2-4 hours. Much help is needed in this area!!!! Watch also for the food or monetary donation chart at the arena!!

Judges Transportation

This position involves transporting the judges to and from the airport and hotels as needed before, during and after the competition. The hotel may be able to assist with transporting. This position must be done by an adult with an available car. Cell phone contact with the chairs is a must as schedules change frequently!

Competitor Bags

Volunteers are needed to fill bags that are given to competitors at registration with their gift from the club, bottle of water, coupons, and any other donated items.



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Decorations

Decorations and signage for all competition-related areas, including welcome at the doors, registration/vendor room, locker rooms, judges and coaches rooms need to be put up on Thursday, prior to beginning of practice ice and taken down after the competition on Sunday. Hospitality baskets, including miscellaneous items that skaters might need during the competition, are prepared for each of the locker rooms. We want to create a welcoming, festive atmosphere and make it easy for skaters, coaches and parents to find what they need.

Registration

Registration volunteers check in skaters at the registration table, confirming documentation of registration, accepting music CDs, handing out competitors' bags, and selling additional programs. Organize competitors' music by event to provide to the music official, and be in communication with monitor at check-in. After events, provide results sheets if requested by competitors or coaches and return music. Registration is also responsible for fielding questions from coaches, competitors, and parents regarding all aspects of the competition, so at least one experienced volunteer should be available at registration.

Concessions

Concessions are sold throughout the competition by the club. We provide menu items such as hot and cold beverages, hot dogs, popcorn, pretzels, and candy.