



VOLUNTEER REQUIREMENTS - 2017 KARATE CANADA NATIONAL CHAMPIONSHIPS

Assignments	NUMBER OF VOLUNTEERS	DUTIES	SKILL SET	DAYS	TIMES	WHEN/WHERE	DURATION
VOLUNTEER TRAINING	All volunteers	1) Nominate leads for each area, 2) Assign teams, 3) Provide training	mobile, congenial (can be teenagers)	Thursday evening AND early meet and greet on each day of tourni	18:00 - 20:00 and early meet and greet on each day of touri	Thursday 18:00-20:00 (should not last that long - except for Ref's)Huron	2 hrs
VOLUNTEER SCHEDULE	1 to 2	discuss scheduling with Event Committee Chair	familiarity with Excel	Thursday evening AND early meet and greet on each day of tourni	review at meet and greet on each day of touri	Thursday 18:00-20:00 (should not last that long - except for Ref's)Huron	ongoing
ACCREDITATION	3 (1 lead and 2 assistants)		methodical, organized, computer skills, good people skills	Tuesday Wednesday/Thursday	1:00PM-6:00PM 9:00AM-5:00PM	10:30 to 11:00 AM Wednesday	30min
OPENING CEREMONY	5 (1 lead and 4 assistants to direct Ref's, Athletes, etc	Set up, Organize provinces, direct provinces	mobile, congenial (can be teenagers) - see comment area	Friday	7:00AM-10:00AM	Thursday 18:00-20:00 (should not last that long - except for Ref's)Huron	3 hrs
MEDAL CEREMONY	5 (1 lead and 4 assistants)	Set up medal area, locate athletes and organize categories, locate and organize Official medal presenters, 2 people to hold tray with medals for presenters	mobile, congenial, mix of female and male	Friday Saturday Sunday	End of the day - Last 30 minutes		1hr
MARSHALING	In total 10 1 lead 8 assistants (2/ring), 1 alternate	Finding athletes and bringing them from warm up area to rings for their matches...	mobile, respnsible (can be teenagers)	Friday Saturday Sunday	8:40AM -6:PM APPROX 8:40AM -6:PM APPROX 8:40AM -4:PM APPROX		1hr
HEAD TABLES/ SPORT DATA	1	Assist Tournament Director with draw and result management at the head table	works well under pressure	Friday Saturday Sunday	8:40AM -6:PM APPROX 8:40AM -6:PM APPROX 8:40AM -4:PM APPROX	Sport Data website, Skype, minimum 20 days prior to event	
INSTANT VIDEO REPLAY	11 total (2 per table + 1 filler)	Responsible for IVR with officials, as required	methodical, organized, computer skills, good people skills	Fri/Sat/Sun	8:40AM -6:PM APPROX		1hr
SCORETABLES	In total 12 Score Tables (3 per table): 1lead per table 1 scorboard 1 manual on paper with stop watch	Ensure warnings and or corrections marked on scoreboard; track time during matches; maintain paper backup	ideally provincial/ non licensed referees	Fri/Sat/Sun	8:40AM -6:PM APPROX		1.5 hr



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RUNNERS	2 volunteers (1 per 2 tables)	Dealing with the Lead from the table, brings official category to table, returns official category to Events Chair or TD, waits for updated repechage category, returns to table	mobile, energetic, reliable (can be teenagers)	Saturday	8:40AM -6:PM APPROX		
				Sunday	8:40AM -4:PM APPROX		
				Friday	8:40AM -6:PM APPROX		
SPECTATORS ADMISSIONS	3	ticket sales and verification upon the re-entry	reliable, assertive , congenial, used to handling money and dealing with public.	Saturday	8:40AM -6:PM APPROX		
				Sunday	8:40AM -4:PM APPROX		
				Thursday	8:40AM -6:PM APPROX		
SECURITY	6 (1 lead) /or Official security company	Badge, bracelet verification, crowd control	Preferably of a certain stature, cool headed and mature, ideally with police, military or security experience / background	Friday	8:40AM -1:PM APPROX		
				Precise days/hours and areas			
				TBD			
WEIGH-IN	4 (plus 1 lead from Karate Canada) : 2 each for Male/Female table	Coordinate weigh-in, verify & record correct weight, maintain structure	mature, organized and patient. Adult or referee preferred.	TBD	TBD		1hr scheduling for each team
SET-UP/TEAR DOWN	MANY	Weigh-in room, training area, warm up area, meeting rooms, officials committee area, Karate Canada office , competition area, banquet, Seminars/Course/meeting Rooms (tatami etc)	Physically capable and motivated, able to handle shipping and moving of merchandise and equipment.				
BANQUET ADMISSION	3	Greeting and verification upon entry / reentry	ADULT				
AWARDS	-	MC / dinner music / photo montage(s) / awards	ADULT				