**September 2017**

**Vancouver Island Region**

**2nd Vice-Chair Report**

**I am late getting my report sent out…in my defense I have been super busy with work, my new grandpuppy, my volunteer positions and preparing for my vacation…like the saying goes if you want something done ask a busy person.**

**First of all I am SO DISAPPIONTED that I am missing the skater development seminar this coming weekend. One of my all time favorite skaters, Elvis will be here and I am away. I guess in future I need to check my calendar before agreeing to head off on a vacation!**

**SECTIONS!!!!!! November 8 to 12, 2017 in Parksville at Oceanside Place Arena. Entry deadline is fast approaching!**

**At the July Region Executive Meeting Lynne asked me to take on the role of LOC (Local Organizing Chairperson) for BC/YK Section Championships so I hit the ground running and I am hoping that I will not be too far behind when I arrive back from my trip.**

**I have pounded the pavement and have some donations for skater’s goody bags (City of Parksville pins and Subway coupons are secured) as well as a few other places I have to touch base with in early October.**

**Robynne Shaw and I set up a booth at the Parksville Chamber of Commerce dinner/meeting to speak about BC/YK Section Championships and recruit volunteers. We had the opportunity to speak with a few groups that were very interested in the event. Having Robynne in the area does help me with my LOC role which I am super grateful for however we need volunteers! I have included a document in my report that I would appreciate if the VI Region Clubs could circulate to their Club members.**

**Several people have stepped up for a few key jobs and for this I am very grateful, Thank You Lynda Ostashek (CRSC), Kim Cameron (SSSC), Joanne Devaughn (SSSC) and Samantha Bau (SSSC) – please even if you only have a couple of hours to spare we would appreciate any and all help that you can give.**

**Rumor is that this event will be held in Parksville every 3 years.**

**Launie Elves**

**2nd Vice Chair**

**VI Region**



**BC/YK Section Super Series Competitions**

**Volunteer Job Descriptions**

Please read the Volunteer Job Descriptions below before signing up for volunteer positions.

**Gate “on” Competition Rink: Must be 18 years or older**

The Gate “On” Volunteer opens and closes the gate for skaters as they are announced for warm up and to compete. Skaters will check in for their event rink side and coaches will frequently check to see which skater is on the ice and if the event is running on time. The gate “on” volunteer should be familiar with the schedule and refer to the printed copy often. Communicates with the Dressing Room Attendant when applicable to ensure all skaters have arrived and are ready for their event. Note if there is any change to the schedule then you will be advised by the Technical Representative for the event.

**Gate “off” Competition Rink: Must be 18 years or older**

The Gate “off” Volunteer opens the gate for skaters when they have completed their program and bows. Once the skater exits the ice please close the gate.

**Gate “on/off” Practice Rink Must be 18 years or older**

The gate “on/off” volunteer for the practice rink opens and closes the gate for skaters as they are announced for practices. The volunteer should e familiar with the schedule and refer to printed copy often. Communicates with the Dressing Room Attendant when applicable to ensure all skaters have arrived and are ready for their event.

**Timers Competition/Practice Rink Must be 12 years or older**

The Timer on the Competition Rink sits with the judging panel and times the skater’s movements with a stopwatch. The event referee will advise the length of program and when to begin and the ending timing, or what specific portions of the program require timing to be done.

**Registration Desk Supervisor Must be an adult**

The Registration Desk Supervisor oversees the organization and flow of the skater’s/coach and in some instances the volunteer registration. He or she will remain in contact with the Dressing Room Attendant when applicable, as well as Operations with regards to skater pulls, no show, and late arrivals.

**Registration Desk Volunteer Must be 14 years or older**

The Registration Desk Volunteer assists in the registration of skater’s, coaches and volunteers. They receive music from the skaters or coach and organize it by category and skater order. In the case of the Sectional Championships only, once all the music is collected it will be given to the Music Librarian and will be organized, sent to music player and stored until the end of each event.

**Security Must be 17 years or older**

The Security Volunteer ensures that only registered, accredited volunteers and accredited coaches enter the dressing room and tunnel area. Dressing Room Volunteers can also cross over for the job.

**Dressing Room Attendant Must be 18 years or older**

The Dressing Room Attendant Volunteer provides Security assistance in the dressing rooms. The volunteer will notify skaters, coaches, and “Gate on Volunteers’ of skater pulls, no shows, or late arrivals. They will be familiar with the schedule and will communicate to skater’s and coaches whether the event is running on time, ahead, or behind.

**Operations Must be 18 years or older**

The Operations Room Volunteers assist the Competition Chair and Co-Chair with general duties, sign out/in of radios, and may need to work with the Data Specialists in posting skater orders, results, and communications when required. They also assist the Music Librarian when needed.

**Food Room Services Volunteer Must be 18 years or older AND not competing**

Provide assistance to the Section Designated Food Room Coordinator in food preparation, setting our and refilling food platters and clean up.

**Runners Must be 8 years or older**

Runners work under the direction of the Registration Desk Supervisor or the Music Librarian picking up music and delivering it to the music player/announcer and returning music from finished events to the Registration Desk Supervisor or Music Librarian.

**Awards Must be 18 years or older**

The Awards Volunteers will organize all medals, trophies, and certificates for each event and deliver them to the award ceremony location along with a copy of results.

**Facility Set Up and Take Down Must be 18 years or older**

A Facility Set Up Volunteer works directly under the facilities coordinator from the LOC setting up and taking down the tales, rink board coverage, Judges Stand, signage and general clean up.

**Ice Patchers Must be 8 years old or older**

Must pay attention to detail and skating speed is also required. Ice Patchers will be required to wear skates on ice during patching.

**Transportation**

**Must be 18 or older and a fully qualified driver (No “N” licenses permitted)**

Responsible for picking up and dropping off officials at the airport or ferry terminal, and be available for the transportation between the arena and official hotel when needed.

**How do I sign up to volunteer?**

**It is fairly simple. Please put the following URL in your browser. This will take you to a volunteer sign up form that you can complete. Please note that the times on the form are not exact, but will be confirmed once the competition schedule is complete. Choose the positions of interest and submit!**

[**www.SignUpGenius.com/go/30E0B4EA8A82BA4F49-20173**](http://www.SignUpGenius.com/go/30E0B4EA8A82BA4F49-20173)

**What do I do once the Volunteer Coordinator has confirmed my Volunteer Position?**

1. **Please be sure to add this commitment to your calendar. If for some reason you can’t make the shift you have signed up for, please contact the volunteer coordinator and let them know whether you must cancel completely, or if there is some other time you are able to help.**
2. **When you arrive at the arena, locate the Volunteer registration Des. Here you will be checked in, and given a “Volunteer” accreditation, as well as information on the “how to’s” of your job, and sent or taken to your location. I you have any questions about your position, please go to the Operations room for more information.**
3. **When your shift is completed, please return your accreditation to the volunteer registration desk.**
4. **Take pride in giving to or back to the skating community and that you play a large part to the running of a successful event!**

**Thank you so much for your time. We realize it is valuable and appreciate your dedication to our sport and our community!**