

# Denver Invitational

## Volunteer Job Descriptions

Some helpful information to use as an aid when deciding on what task to volunteer for.

### Accounting Room:

- Approx. 4 hour shifts.
- Adults will be needed to run and supervise the copy machine and help the accountants with accounting tasks.
- Children over age 10 are needed as messengers (runners). See “Messengers” for more details.

### Announcers

- Approx. 4 hour shifts.
- Must be an adult.
- A script is provided with how to announce the events.
- Announcers must check with ice monitors to clarify pronunciation of names, music issues, and missing skaters.
- The announcer works closely with the referee on timing of announcing each skater, special needs for the event, etc.
- At rink side the entire shift, so should dress warmly.

### Awards

- Approx. 4 hour shifts.
- Fun job for younger volunteers (over 10 years of age).
- Assist the photographer in handing out awards and gathering skaters.
- Help to announce the skater’s names as they medals are being awarded.

### Hospitality

- Approx. 4 hour shifts.
- Help in keeping the room clean and food and beverages replenished.
- Keep utensils and paper goods available at all times.
- Contact the hospitality chair if out of food or problems occur.
- Can also volunteer by donating food and beverage items.

### Messengers (runners)

- Approx. 4 hour shifts.
- Great job for younger volunteers (over 10 years of age).
- Collect Judge’s sheets from judges stand after each event and take them to accounting room.
- Runs the results to the referee for signatures.
- Post results in the designated area.
- Runs a copy of each result sheet to the awards location and to ways and means.

## **Monitors (practice ice and competition)**

- **Approx. 4 hour shifts.**
- **Practice ice monitors must be at rink side at all times to check skaters in, ensure skaters are entering the ice at their appropriate time, clear skaters from the ice at the end of their session, and assist in injury and music issues.**
- **Schedules and lists of skaters on each practice session will be provided.**
- **Competition monitors are considered either a rink monitor or a chase monitor.**
- **The rink monitor remains rink side at all times to check skaters in, communicate with the referee, music, or announcer to assist with music issues, pronunciations, or any unforeseen problems and to organize skaters for entry onto ice at proper times.**
- **The chase monitors assists in finding skaters in the lobby that have not yet checked in or checking with registration to determine if skater has registered.**

## **Music**

- **Approx. 4 hour shifts.**
- **Must be an adult.**
- **Obtain the music from the registration desk before the event.**
- **Cross reference the music cd's with the skating order to ensure they have been organized in the proper skating order.**
- **Play music for all events requiring music.**
- **Work closely with the announcer and referee on the timing of starting and stopping the music.**
- **For practice ice, you would be responsible for announcing and playing the music in the designated order.**

## **Practice Ice Desk**

- **Approx. 4 hour shifts.**
- **Must be an adult.**
- **Sell remaining practice ice.**
- **Collect all money due.**
- **Ensure that monitor's schedules and skater lists are updated as ice is sold.**

## **Registration Desk**

- **Approx. 4 hour shifts.**
- **The purpose of registration is to organize and welcome the skaters.**
- **Be friendly and organized!**
- **Sign skaters and coaches in as they arrive.**
- **Sign music in and label and store it for the appropriate event.**
- **Hand out the goody bags.**
- **Verify the skater has paid all the required fees (competition and practice ice).**
- **Sell the ways and Means items (results sheets, programs, flowers).**
- **Aid in checking in volunteers.**