

VOLUNTEER JOB DESCRIPTIONS

Leader

- Responsible for teaching children in their group the various ski skills at a given badge level.
- Assistance from more experienced skiers/parents and the club coach is available and may involve combining classes etc.
- Organizing games and activities to teach the skills in a fun and non-competitive manner.
- Working with the assistant leader and parents to ensure an appropriate adult to child ratio while skiing.
- Reinforcing skills while touring with the children.
- Evaluating the children and working with the Leader Coordinator and Coach to determine whether the child has completed all the skills for a badge.
- Tracking mileage on tours and having parents do the same for the distance badge.
- Also collecting race/loppet participation information for racer badge.
- Communication with parents on all aspects of the class experiences.
- Participate in club organized training days (1-2) throughout the ski season

Assistant leader

- Assist the leader in all tasks as listed above.
- Assists the leader in teaching, reinforcing and evaluating skills.
- Assists with games and activities.
- Coordinates with the leader to take over some classes as a means of leader skill development.

Quartermaster

- Store and transport a variety of teaching tools used by the club.
- This includes plastic cones, hoola hoops, tennis balls etc. Larger items are brought to the Canmore Nordic Center only (5-6 times/year).
- Storage space required is about 2'x2'x4'.
- A mini van avoids having to put some of the items on the roof of a car for transport.

Beverage & Food Coordinator (1)

- Responsible for organizing the food for the year-end barbeque (wieners, buns, condiments, napkins, juice boxes, chips or a treat etc.)
- Snacks for JOD (juice boxes and donuts).

News Letter

- Publishes 1-2 newsletters for the membership.
- Collects articles and shares appropriate information.
- Distributes newsletters as per club policy and guidelines.

JUNIOR OLYMPIC DAY VOLUNTEER POSITIONS

CHECK IN/REGISTRATION (2 persons):

- Runs from 9:30 to 10:30 on the day of event
- Check competitors with master list as they arrive and distribute trail passes and bibs with numbers according to race list
- Remind skiers to line up in bib number order.
- Remind skiers to return bibs when finished second race.
- Collect bibs at the end of the second race.

COURSE MARSHALS AND SET UP (1 Head marshal, 10-12 marshals)

Early in the day:

- Meet at 8:30 to set up courses with flags. Head marshal will take charge of set up and will place marshals around the course where required for direction at intersections and safety.
- Check course, make sure that track is set and cut offs well marked and monitored.
- Obtain master sheets from organizers that indicate the race order and bib number for each skier and distribute to all marshals.
- Optional use of signs to alert public to the race in progress
- Set up podium.

During the race:

- Check marshals are appropriately placed.
- Have one marshal designated as sweeper for each race group to follow last contestant.
- Provide encouragement and directions to the skiers.
- Help skiers to pass correctly.
- Make sure skiers stay on course and do not use short cuts, miss pylons or gates.
- Keep flags and pylons in place.
- Monitor for classic technique, no skating up hills and through track changes.

End of the day:

- Help clean up flags, pylons etc and return equipment and podium.

TIMERS AND STARTERS (1Head timer, 5 recorder/timers, 1 Starter, 1 Assistant starter):

- Meet head timer at 9:45 for instruction and coordinating watches.
- 4 watches are started simultaneously
 - a) 2 are kept inside as backup
 - b) 1 is outside with head starter
 - c) 1 is outside with recorder
- Watches may need to be rotated if weather is cold.
- 1 person with stopwatch to count time down and send competitors off.
- 1 person to check bib number and confirm start time as per list.
- You need to ensure the skiers leave in order and at the assigned time every 30 seconds). A no show means a 1-minute break between skiers.
- Start procedure needs to be explained to the skiers by the head starter;
 - a) Skiers line up behind each other in order of bib number from master list
 - b) Head starter places hand on skier's shoulder
 - c) Hand removed from shoulder at designated time signifies to the skier to start

RECORDERS:

- 1 person to call out times.
- 2-3 persons record times as competitors finish (record to seconds, not tenths)

MC (1 person):

- Has the microphone all day.
- Announces race starts, events, lunch, call back from lunch etc.
- Leads in cheering and interesting anecdotes as the day progresses.
- Announces skier name at the start.
- Hands out medals and other awards.

GROUP LEADERS (1 leader per group):

- Make sure you have provided a list of participant ski order to organizers at least one week prior to event.
- Make sure all skiers are familiar with the course to travel.
- Warm up your group prior to race.
- Help to organize and line up your group at the start.
- Cheer and encourage your group during the race.

OBSTACLE COURSE (4 persons):

- Quartermaster stores equipment for bunny obstacle course.
- Arrive early to set up course –best to use area west of biathlon range.
- Bunnies often have access to the course during the races. The club is encouraged to gather after the final morning and afternoon race to cheer bunnies through the obstacle course.
- Course should be designed for fun!
- Monitor course during the day to make sure it remains intact.

FOOD AND DRINK (1 person):

- See “Food and Drink Coordinator” volunteer description above.

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