

# WHAT'S MY JOB?

## A guide to SCoM competition volunteering

### REGISTRATION:

Each skater must check in at the registration desk so the officials are aware of who is there. When they check in, each skater receives a skater gift and a program. While they should not be turning in music any more since it is uploaded to EntryEeze, there are envelopes for each event with a list of skaters on the front. As they check in, highlight that skater on the master list and the envelope list. The envelopes should be sent out to the Music & Announcing personnel in the appropriate rink prior to the event so the officials know is there. Any scratches/withdrawals should be noted on the envelope. There are runners to take the envelopes back and forth.

Registration also copies IJS results and protocols if requested. There is a fee for this so you have to collect that as well when the copies are made. We also have skater/event summary for purchase. There is a cash box at the desk.

### COACHES REGISTRATION:

We have wristbands for each participating coach. When the coach checks in, they must show you photo ID, such as a driver's license, to receive their wristband. After you have seen the ID, check them off on the list and put the wristband on the coach and securely fasten it. DO NOT let them just take the wristband. We have had issues with coaches swapping credentials in the past and do not wish to have this problem. Thus, you must fasten the wristband tightly enough that it cannot be slipped off.

Most coaches are fully USFSA compliant, but we will have some who are not. These will be highlighted in the check in booklet and there will be a notation next to their name indicating what is missing.

If the coach can provide proof that the missing items have been completed and they are "green" on the USFSA compliance list, the wristband can be issued. If not, they are not allowed to coach and you should call Katherine [213-507-3040] or Moira [201-602-3995]. You can also reach them on the walkie talkies.

### PRACTICE ICE MONITOR:

In the mornings before the start of competition, we have practice ice sessions which are 20 minutes each. The practice ice monitor will have a clipboard with the sheet of skaters who are signed up and has to check the skaters in when they show up for their practice ice. We have 25 space for 25 skaters per session. If there is space available, we will allow walk ons. You need to collect \$20 and write the skaters name in the available slot. The practice ice monitor also has to make sure that the skaters are off the ice promptly at the end of the session, and cannot allow coaches on the ice itself. In Rink 1 they can be in the gate area or in the team boxes. In Rink 3 they can be in the gate area. We do not permit coaches on the platforms in Rink 3 as all the IJS equipment is up there.

### COMPETITION ICE MONITOR:

#### Rink Entrance:

The rink entrance ice monitor is responsible for initially checking in the skaters. In Rink 1 this is done on the left side, by the team boxes. In Rink 3, it is done in the hallway where the locker rooms are. No one except skaters and coaches are allowed past the point of the rink entrance monitor. Parents will frequently try to go where they should not, so you have to politely advise them it is skaters and coaches only. Also, it is not just any skater who wants to go down to the waiting area. The skater should be in the event which is currently running or the following one. Skaters who simply want to hang out with their friends/siblings/teammates are not permitted to do so. The idea is to minimize the distractions for the skaters who are competing.

### Ice Entrance:

The ice entrance ice monitor is responsible for:

- ◆ checking in skaters as they arrive at the ice entrance for the event.
- ◆ opening and closing the ice gate in between skaters. The gate **MUST BE CLOSED** when a competitor is on the ice.
- ◆ getting the skaters on the ice at the appropriate time for warm ups or their actual skate. With the exception of IJS events, you **SHOULD NOT** allow a skater onto the ice until their name is announced. Also, skaters are not permitted on for warmups until they are called. This is to allow time for the officials to be ready. Each warm up is specifically timed and if skaters get on early, it throws this off. The referee is in charge and advises the announcer when to call out the next skater or the next warm up.

We will, once again, remove some of the large glass in Rink 3 to permit coaches to stand at the boards while coaching so they do not block the gate. In Rink 1, the gate is the large Zamboni gate at the far end so during warm up, this is just left open and they can stand in it. **No coaches are permitted on the ice at any time.**

The officials may need to communicate with you so you should have your walkie talkie handy at all times.

### **RUNNER:**

Runners are assigned a specific rink and they need to make sure they remain visible and available. IJS events do not really need more than 1 person as the groups are much larger and results are not processed until the full group has skated. For 6.0 events we usually assign 2 runners. One remains in the rink while the other one runs the results. Please do not run results together; you should alternate.

Runners are responsible for collecting the judges' sheets at the end of a group and then take by them to the Accounting Room. They will then wait for the accountants to give you directions. Most likely you will get results to hand in to Registration, or they may be given a clipboard with papers for the event Referee to approve and sign. If that is the case, wait quietly until there is a break between skaters to get his or her signature. **NEVER INTERRUPT WHILE THEY ARE JUDGING!**

As a runner you should also be available to run the registration sheets to the music box. A good idea is to ask for them when you are dropping off results to them. Runners are a vital part in making sure the competition stays on time. You need to be 13 or older to be a runner.

**Runners should NEVER read or share the results. The results of each event will be posted by the competition accountants.**

### **AWARDS:**

The awards at the competition are given out approximately every 1.5-2 hours. When it is time for awards, the results are available in the Accounting Room in a folder on the wall marked "Awards." You need to get the medal cart from the Judge's room, then take the results out to the medal stand and using the speaker and mike, announce the winners. We try to keep this on schedule rather than just handing them out so we know who has received them and who has not. There are a lot of requests for "can't I get my medal now, I want to leave." We try to avoid doing that. As awards are so spaced out, this is usually more than a 2 hour time slot.

**MUSIC & ANNOUNCING:**

We have a group of volunteers who have been trained on playing competition music and announcing the events. These positions do not appear on Sign Up Genius as the volunteers who participate at the competition are chosen by Jim Chen, our music coordinator and former USFSA Vice Chair for Music. If you are on this list, and not chosen for the competition, you need to sign up for another volunteer position. If you have not already indicated your interest in learning these tasks, please email Moira at [moirac33@aol.com](mailto:moirac33@aol.com).

**TEAR DOWN:**

At the end of the competition we need to tear down the rooms we use for the judges and accountants as well as take down the judges platforms. The maintenance staff primarily does the platforms, so the bulk of the work is taking down the rooms and putting everything away.

→ PLEASE NOTE: It is important that you sign in AND sign out for your volunteer shift. The sign in is at the Coach's Registration desk. This is how we verify that you completed your volunteer hours. You will receive a "Volunteer" credential which you need to turn back in when you sign out.

WITH ALL JOBS, IF YOU RUN INTO A PROBLEM OR SITUATION WITH WHICH YOU ARE UNCOMFORTABLE, PLEASE CONTACT KATHERINE, MOIRA OR ANOTHER BOARD MEMBER FOR HELP.