

**VOLUNTEER CHECKLIST**

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| **JOB** | **WHERE TO MEET** | **TIME** | **DUTIES** | **REPORT TO,  ASK** |
| **Chief of Comp (1+asst chief)** | Registration | 8:00am | Volunteers organized (Key)  Make sure instructions /schedule are communicated.  Communicate with resort (timing, terrain).  Work with lead coach. |  |
| **Lead Coach** | Registration | 8:00am | Organize Evaluators/Scorer.  Brief Coaches and support Chief of Comp.  Ensure scoring is set up properly.  Lead fun warm up and explain day at start.  Circulate to make ensure terrain and stations are working.  Fill in if needed.  Lead end of day wrap. |  |
| **Registration Help – Bibs (4)** | Comp Office | 8:00am | Help athletes check in/write correct numbers on bibs.  Check Team lists for accuracy.  **NEED SHARPIES/MARKERS** |  |
| **Scorer (1 + 2 helper)** | Comp Office | 8:00am | Briefing with FC and Chief.  Collect soring essentials (laptop, clipboard, team list, radios etc.)  (Ensure Team Certificates have been prepared in advance). |  |
| **Course Crew – Supervise Build day prior and do Station Set Up day of – 2 per station**  **Roller 1. /**  **Air 2. /**  **Box 3. /**  **Ski 4. /** | Comp Office | 8:00am | All terrain should be built at least one day prior with support of lead coaches! |  |
| **Expert Evaluators – 1 per station have been briefed on scoring prior to event (Good opportunity for assistant mentorship)** | Comp Office | 8:30am | Comp Dev technical leaders ideally (paid position).  Outline expectations to each group.  Mentor coaches while evaluating.  Give feedback when time allows. |  |
| **2 Station Assistants**  **1.**  **2.**  **3.**  **4** | Comp Office | 8:30am | Will help side slip etc. with direction, can help coaches and evaluators as needed.  Lead station non-technical activity  if asked. |  |
| **Festivities Crew**  **Signage /Sound/ (4)** | Comp Office  **NOTE**: please ensure the Team has emergency action plan and event phone numbers. | 8:00AM | Set up Banners at Stations.  Set up meeting zone (tent and sound system ideally if you have it).  Team Cheer judges. |  |