

DESCRIPTIONS OF VOLUNTEER AREAS

PRIOR TO EVENT

WORK CREWS: A variety of projects are being planned for Spring & Summer 2017 including roof repairs to wax trailers, building a storage barn for stadium equipment, outside wiring improvements and trail preparation.

SPONSORSHIP & MEDIA develops the sponsorship package & ensures clear communication with sponsors before & during the event. This team manages the sponsor banners & materials as well as managing media releases & on-site requirements.

HOSPITALITY Under the guidance of the Organizing Chairs, this Team provides athletes and out-of-town spectators with local information on accommodation, restaurants, safe training areas and the wonderful world of Thunder Bay!

MERCHANDISE: Under the guidance of the Organizing Chairs, options for event merchandise are researched, with subsequent ordering and delivery monitoring. Quantities are carefully evaluated to anticipate sales but avoid excess inventory.

AWARDS & PRIZES: Under the guidance of the Organizing Chairs, the awards and prize table is assembled prior to the event. This Team orders the medals as well as solicits prizes for athletes.

RACE DELIVERY

* Under the guidance of the Chief of Competition, the Course and Stadium Teams prepare the facility to deliver a variety of XC ski events from long/short classic, long/short skate, skiathlon, sprint, Para-Nordic and relay races.

COURSE TEAM designs, maps & prepares course options. For each race, Course Team ensures the course is clearly marked with V-boards, kilometre & directional signage. Skill in the operation of a quad or snow machine is helpful.

STADIUM TEAM sets up the stadium for various types of race starts (interval, mass, relay) as well as staging, lapping, exchange & finish zones, spectator & vendor areas. Need fit & methodical early morning work crews.

COURSE MARSHALL ensures no interference occurs during a race. Under the guidance of the Chief of Stadium, **Course Marshalls** monitor access to the course by the public and athletes, as well as monitoring wax testing areas and active course routes.

COURSE CONTROLLER ensures race technique rules are followed. Under the guidance of the Chief of Controllers, **Controller Teams** are strategically placed along the race route to observe and document infractions.

START ensures the athletes are in the start order and the continuous flow of race start occurs seamlessly. The ability to instruct and guide athletes efficiently and methodically is important in ensuring events are delivered on time and fairly.

TIMING OUTDOOR ensures that times for athlete starts, laps, and finishes are accurately captured and recorded. Tasks include pushing a plunger button on timing devices, recording bib numbers, and calling out bib numbers as athletes pass timing points.

TIMING INDOOR requires volunteers who are willing to learn to use the Zone4 timing software and timing equipment. Indoor timing volunteers must commit to participating in other races leading up to the Nationals to acquire necessary skills.

FIRST AID is required on-site. This Team is composed of trained individuals with current first aid qualifications, preferably with experience with ski events. This Team manages emergency protocols during race events and documents incident reporting.

BIB & CHIP COLLECTION: Bibs and Timing Chips are distributed and collected systematically. Bibs and Timing Chips are used for each event so both are methodically issued and documented upon return.

RACE OFFICE ensures race volunteers have the equipment & forms needed to perform their tasks, plus coordinates within the race delivery teams and oversees the official requirements to Cross Country Canada standards.

ATHLETE SERVICES provides recovery drinks and snacks to the athletes during race events. This may involve mixing the Gatorade, bagging the snacks, picking up or storing supplies, and maintaining a clean and healthy counter.

AWARD PRESENTATIONS ensure award & prizes are organized and presented on time, at a suitable location with ease of viewing and hearing for athletes and spectators. This area welcomes bilingual volunteers.

ANNOUNCING involves delivery of race action to spectators. This Team ensures the speaker system broadcasts clearly across the race venue. Announcers are knowledgeable of XC racing & athlete profiles. This area welcomes bilingual volunteers.

EVENT DELIVERY

SPONSORSHIP & MEDIA provides updates to sponsors & the media before & during the event. This team manages the banners or marketing materials that sponsors are providing for the event, as well as managing media releases & media on-site requirements.

MERCHANDISE SALES: During the event, fun event items will be sold (e.g. T-shirts, toques, headbands, water bottles, etc.) This Team must be enthusiastic, organized and able to handle inventory as well as money (often in a small space).

OPENING CEREMONY As a national event, the opening ceremony sets the stage for an exciting and professional event.

ATHLETE BANQUET is an opportunity for athletes, coaches and parents to share the excitement and accomplishments of their athletes. This Team organizes and delivers a hearty and healthy meal within an atmosphere of fun and mutual support.

VOLUNTEER FOOD SERVICES delivers fresh, hearty and healthy food to volunteers during race events. This Team plans, assembles, prepares and provides easy-to-deliver food options to all volunteers at each race event.

ON-SITE FOOD SERVICES: Although the Lappe Kitchen does provide food services, additional choices are needed for the volume of spectators & athletes. This Team coordinates other food services (where & how) and ensures healthy choices for those at the event.

PHOTOGRAPHER: Volunteers in this area are skilled in action photography. The pictures will be posted to the event website, as well as showing on live screens in the Lappe Chalet. Athletes and volunteers love to see themselves in action and so do we!

WEBSITE is viewed by athletes, coaches, media, sponsors and the public. The website requires regular updates prior and during the event. Individuals with website skills are needed to upload information and keep the website current and functional.

FACILITIES are integral to a safe and healthy event. The **Venue** Team prepares and monitors the facilities for the volume of athletes and spectators, including waxing trailers, outdoor washroom facilities, electrical and water requirements.

PARKING for an event of this caliber means early mornings and team-work to maximize the parking area, as well as ensure emergency routes are always available.