

# NSWISA Figure Skating Volunteer Roles

## Volunteer Role Descriptions:

### Event Registration

- Registering competitors as they arrive at the rink for official practice or competition.
- Distribute any programs / certificates / goodie bags.
- Collect backup CD's/USB's (CD's are slowly being phased out).
- Collect entry fee/donation for spectators.
- Act as a runner to communicate any issues if Comms are not working, therefore at least 2 people on the Registration desk.
- Pass on information regarding withdrawals and no-shows to the Announcer & Referee.

### Dressing Room Marshall

- Show skaters to the dressing room on arrival.
- During synchro events, the Dressing Room Marshall will be a contact point for teams to advise where and when change rooms are ready to occupy.
- Ensure synchro teams who have competed adhere to the dressing room schedule and vacate for the next team.

### Event Marshall

- Check off competitors names and advise any anomalies to the Announcer and Referee.
- Marshalling competitors for warm-up and competition.
- Policing the area to ensure only coaches and skaters are in the marshalling area.
- Ensure there are no items on the barrier during performances.
- This role may be combined with the Gate Marshall role.

### Gate Marshall - Entry to Ice

- Opening and closing gate to allow skaters to access the ice.
- Opening and closing gate to allow flower retrievers to access the ice.
- Entry to ice not allowed until the previous skater has exited.
- This role may also be combined with the Event Marshall role.

### Gate Marshall - Exit from Ice

- Opening and closing the gate to allow skaters to exit the ice.
- This role may be combined with the Gate Marshall - Entry to Ice role.

### Announcer

- A script is supplied for the Announcing role.
- Following running order.
- Receiving cues and instructions from judging panel, Referee and/or Accountant.
- Announcing event details, officials panels, skaters names for warm up, notifying skaters of specific times in the warm-up (eg. one minute remaining in singles) and end of warmup, announcing the name and club/state/country as appropriate during the competition, announcing delays or changes and announcing anything requested by the Referee.
- Announcing presentations when held on ice.

### Music Player

- Checking the order of skaters and music. This requires some basic computer skills and may include dragging music to a box on the top of the screen to play.
- Playing music when the skater is at the starting position, adjusting music louder/softer as required.

### Video Camera Operator

- Video the skater as they compete. It is very important to get the whole body, especially the feet in the frame. Zoom in and out as the skater moves up and down the rink.

### **Catering**

- Prepare or follow the menu plan.
- Prepare food for judges, officials and volunteers. This may include preparing for those with special dietary requirements. Some dietary requirements require strict adherence so as to not cross-contaminate with utensils, chopping boards etc (eg.: Coeliac Disease, nut allergy etc.).

### **Catering Assistants**

- Provide menus for officials.
- Take food and beverage orders.
- Liaise with caterers.
- Check for dietary requirements and how food is to be prepared (eg.: coeliac, dairy intolerance, nut allergy etc.).
- Deliver food to officials as required but do not speak to officials at any time other than during warm-ups and ice resurfaces and only after all marks have been entered.

### **Flower Retrievers**

- Ice skater (any age, can be any skating discipline) required to collect flowers and “tossies” in a basket after each skater has competed.
- May be requested to clear other items from the ice by the Referee.

### **Flower Retriever Adult Chaperone**

- Required if Flower Retrievers are children under 10.
- Off ice position.
- Deliver flowers and “tossies” to the skater and oversee Flower Retrievers.
- Ensure Flower Retrievers keep warm between ice sweeps.

### **Merchandise Sales (Club or NSWISA)**

- Sell merchandise for competition.
- Skills in handling money & calculating change.

### **Judging Stands Set-up and Dismantle**

- Assist to set up Judging area. This requires 4 able-bodied people to lift and move panels for judging area set-up/breakdown.
- This is scheduled 1 to 2 hours prior to the start of the event and dismantled immediately on completion of the event after judges/officials complete final paperwork.

### **Medal Presentation**

- Set up medal podium and carpet. This requires 2 able-bodied people to lift and move it to presentation area which may be on or off ice.
- Assist setting up of certificates, medals, etc. for presentation.
- For off ice presentations, be able to support or read names of place getters one at a time (3rd, 2nd, 1st), shake hand, award medal/trophy/prize.
- For on ice presentations, prepare the medals, certificates and gifts and hand to the presenters to award to the skaters.
- NSWISA events such as SSF and State Championships will generally have an NSWISA Executive representative to be part of the medal presentations.
- Move medal podium and carpet back to the storage area.

### **Other**

- It is recommended volunteers wear warm clothing in layers (hat/beanie, scarf, gloves, jacket, thermals, socks).
- Enclosed footwear is mandatory.
- Volunteer periods are generally 2 to 3 hours. Please let us know if you are available for longer periods.