



JUNIOR NATIONAL CHAMPIONSHIP VOLUNTEER DUTIES

Eau Claire Curling Club

January 11, 2020

EVENT VOLUNTEER POSITIONS

Ticket Sales/Entry

Volunteers will sit at the table at the entrance to the Club in order to sell tickets, accept ticket vouchers, and sell programs, Banquet tickets and ECCC merchandise. There will be a box for cash and a laptop or tablet to accept credit card payments. Instructions will be given on how to handle credit card payments. If you need more change for the cash drawer, contact a Float volunteer or Committee member. Keep an eye on the front door to make sure everyone is coming in the same way and not heading toward locker rooms. Alert a Float Volunteer or Committee member if there is an issue with the sidewalk (need salt, shoveling) or anything else, so you don't have to leave the Entry Table.

Locker Room/Coach Support

Volunteers will monitor the two locker rooms to ensure that only competitors and coaches are going into the locker rooms – and only men in one room and women in the other room, as designated for each shift. Be available to assist coaches by serving as their point of contact with Committee members and other club officials. For example, if they need information on the event, access to food options, etc. help answer questions or find someone who can help.

Float

These volunteers will wander around the Clubhouse and step in to assist if there is a need at the entry with ticket sales or in the kitchen with food sales during busy times. Help keep the main walkways clear of debris by doing spot vacuuming especially before the draws and for the 5th end breaks. Otherwise be available as needed to be a 'runner' to go get change, ice, extra plates, check in on the Players' Lounge at the Metropolis etc.

Kitchen Help

The Club has hired professionals to prepare all the food being served. Kitchen Help volunteers will sell food and keep the area clean, ensuring there are plates, napkins, etc. Contact a Float if you need anything so you don't need to leave your spot. Keep things neat and clean as much as possible.

Opening Help/Night Cleanup

For Opening, make sure the Clubhouse is ready for the events of the day. Committee members will help provide instruction on any duties but mainly just making sure everything is clean and welcoming to guests. Night Cleanup involves emptying trash, clearing off tables, putting away cash and duties as instructed. We have hired a cleaner to come each night for a more thorough cleaning – vacuuming, mopping, bathroom clean, so these duties are not needed.

Technology/Webstream

Provide assistance to those in charge of webstreaming the event. Stay at the webstreaming station and be prepared to take direction on things such as inputting scores, switching cameras, etc.