



## Canada Day Tournament Volunteer Descriptions

### **Safety/Security, 6 people per shift working in pairs**

- Working with another person you will be security, person in this role should be comfortable approaching individuals that are emotional and heated monitor the facility for behavior that is not in compliance with the ALA code of conduct and the CDLA Zero Tolerance Guidelines
- 2 people will monitor the locker room level, main building, 2 people will be on the spectator level, main building and 2 people will be in the Annex. Each hour you will switch the location each group of 2 monitors the three locations during their shift
- Sit in the stands, watch portions of games - make your presence and role be known – this often stops negative behavior before it starts
- Identify offenders and report them to the tournament committee member or tournament organizer
- Watch for players using their balls and sticks inside; inform them they are not to be playing with them inside; **confiscate** and bring to the tournament office room when necessary; obtain offenders name and team name
- Hired Security will patrol the outer perimeter of the facility to ensure players are not damaging the building; confiscate and bring to the war room when necessary; have offenders name and team name
- All damages are to be reported to the tournament organizer

### **Game Sheet Table, 4 people per shift (Floor/Locker room Level) and 50/50 ticket sales in the ANNEX**

- Ensure that the game number, time and location are on the game sheet prior to game
- Game sheets to be released to coaches/managers only 15 minutes prior to the game and must be completed in the area and MVP awards
- Home team is responsible for bringing the game sheet to the playing surface
- Ensure game sheets are returned after each game, have one game sheet table rep that will collect the game sheets and run to the tournament office for entry
- Ensure that only players, coaches, officials, tournament club reps and organizer only allowed in the lower areas (main building). Spectators must view the game from designated spectator areas
- Check change rooms for damages and cleanliness as teams are leaving. Notify tournament centre maintenance of any issues requiring attention. Notify the tournament organizer or tournament committee member if damages occur.
- Don't allow teams on the floor before their time unless it is empty
- Anyone on the playing surface under the age of 18 must wear a helmet – this is ALA Insurance requirements
- Trouble shoot as necessary
- Tidy area at the end of the day and return file to the Tournament Committee Room

### **Apparel and Raffle Table, Volunteer Check In & 50/50 Ticket Sellers**

- Sell raffle tickets and 50/50 tickets
- Sell Tournament Apparel
- Answer questions as asked; directions, tournament questions
- First (opening) shift of the day will bring raffle items, tickets and supplies from the Tournament Committee Room
- This is the main hub for the volunteers to check in for their shifts, ask questions
- You will have the master volunteer sheet
- Direct volunteers to their assigned location and task
- Each hour have one person check the referee room to ensure enough refreshments and snacks are available
- May assist with team t-shirt pickup
- Will sell 50/50 tickets from the volunteer table location
- You will be responsible to balance your tickets at the end of your shift and coordinate with the CDLA treasurer or her rep
- Last (closing) shift of the day tidies up and bring raffle items, tickets and supplies into the Tournament Committee room

### **Skills Competition**

TBA

### **Game Sheet Entry**

NOT REQUIRED THIS YEAR

### **Tournament Set Up/Tear Down Crew (tournament committee will be doing set up Thursday June 30 in the evening and assist with tear down at the completion of the tournament on July 3)**

- Assist setting up/taking down of signs, banners, fencing for vendor row
- Help with T-shirt and team package information

