

# Fall Tournament Volunteer Job Descriptions

## Cycling

### Competition Assistant

- Help with one or more of the following:

#### Timer

- Report to the Competition Manager.
- Operate a stopwatch in conjunction with the start and conclusion of both time trials and road races
- During time trial competition, indicate the start time on a heat sheet for the particular athlete(s) you are assigned to monitor; you will likely monitor at least three athletes during time trials and will have a heat sheet with bib numbers to review.
- Keep time on the athletes during time trials; record the times on the heat sheet while making appropriate calculations per the competition manager's instructions.
- During road races, operate the stopwatch when the race starts; count laps; record the time for each split; and call out the number of laps remaining for athletes you are assigned to monitor.
- As athletes complete each lap, review and notate the time on the heat sheet.

#### Stager

- Report to the Competition Manager.
- R athletes for upcoming races.
- As you gather athletes, place them in the appropriate divisions according to the heat sheet you are given by the competition manager.
- Remain with athletes until their race begins, ensuring that athletes stay in the area and are lined up appropriately by division.

#### Holder

- Report to the Competition Manager.
- Hold the bike for the athlete as they prepare to start their race.

### Course Marshal

- Report to the Competition Manager.
- Ensure riders remain on course.
- Monitor the safety of athletes as they compete, immediately reporting any incident.
- Assist with access control, making sure the course is clear of anyone not directly involved in competition or event management.

# Fall Tournament Volunteer Job Descriptions

## Golf

### Caddie

- Report to the Competition Manager.
- Drive the golf cart and assist with holding clubs of athletes and/or Unified Partners.
- Confirm the score and indicate it on the official scorecard.
- Record official scores not for the athlete(s) to which you are assigned as caddie but for other athlete(s) playing in your group.

## Golf Skills

The following is a brief description of each section of the golf skills competition. Listed after the descriptions are the principle jobs volunteers will perform to assist with competition.

### *Short Putt*

Athletes will putt the ball five times from a distance of two meters aiming at a target hole. The two circles surrounding the hole will have .5 and 1.5 radii. Athletes are awarded one point striking the ball, two points if the ball stops in the 1.5m circle, three points if the ball stops in the .5 meter circle, and four points for a made putt.

### *Long Putt*

Athletes will putt the ball five times from a distance of eight meters aiming at a target hole. The two circles surrounding the hole will have .5 and 1.5 radii. Athletes are awarded one point striking the ball, two points if the ball stops in the 1.5m circle, three points if the ball stops in the .5 meter circle, and four points for a made putt.

### *Chip Shot*

Athletes will chip five times from a distance of 14 meters from the target hole. The target hole will have two circles surrounding it, one with a 3m radius, the other with a 6m radius. Athletes are awarded one point if the ball is hit, two points if the ball lands and stops on the green, three points if the ball lands within the 3m circle, and four points if the ball is chipped into the hole.

### *Pitch Shot*

Athletes will pitch the ball five times from a distance of 18 meters. There will be a target circle with a 6m radius along with two poles with a net. Athletes will be awarded one point if the ball is hit, two points if the ball goes over the net and between the poles, three points if it lands on the green and stops in the circle and four points if the ball goes in the hole.

### *Iron Shot*

Athletes will get five shots and be awarded points based on distance. One point is awarded if the ball is hit, two points if the ball reaches the 30m line and stays in bounds, three points if the ball reaches the 60m line and stays in bounds, and four points if the ball reaches the 90m line.

### Station Manager

- Report to the Competition Manager.
- Make sure the station runs in a proper manner according to SONC rules and that scores for each athlete are calculated and recorded properly.

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## Volunteer Job Descriptions

- Receive the competition worksheet for each group of athletes competing at your station from the athlete escort.
- Prepare the station for competition by ensuring you have all necessary equipment.
- Along with the station assistant, monitor the skills drill and record the proper score on the competition worksheet.
- Once all athletes in a group have completed the station, hand the competition worksheets back to the athlete escorts and send them to their next station. Wait for the next group to arrive.

### Station Assistant

- Report to the Competition Manager.
- Assist the referee and station manager in making sure athletes complete the drills in compliance with the rules and record all appropriate scoring information.

### Athlete Escort

- Report to the Competition Manager.
- Work in pairs when possible to gather all athletes for a particular event.
- Receive competition worksheet with the name of each athlete competing. Meet athletes for the next event in the staging area. You must not begin escorting the athletes to the event until all competing athletes are present.
- Keep all athletes for each event together, in order. One escort should lead the group, the second should follow at the end of a single-file line so as not to lose any athletes.
- Once you've gathered all of the athletes for the event (according to your worksheet), advise the competition manager that your event is present and ready to be staged for competition.
- Lead the athletes for their event to the appropriate starting position, informing the station manager when you arrive. After handing over the athletes to the official, wait for the completion of the event. After the event is completed, receive the athletes from the station manager, form a straight line (one escort in front, one in the rear) and lead the group to the athlete drop-off area or the awards area (depending on the round).
- Return to the competition manager for a new worksheet and start the process again.

# Fall Tournament Volunteer Job Descriptions

## Roller Skating

### Competition Assistant

- Help with one or more of the following:

#### Timer

- Report to the Competition Manager.
- Operate a stopwatch in conjunction with the start and conclusion of races.
- Indicate the start time on a heat sheet for the particular athlete(s) you are assigned to monitor.
- Keep time on the athletes during competition and record the times on the heat sheet while making appropriate calculations (if any) per the competition manager's instructions.

#### Stager

- Report to the Competition Manager.
- Retrieve athletes for upcoming races.
- As you gather athletes, place them in the appropriate divisions according to the heat sheet you are given by the competition manager.
- Remain with athletes until their race begins, ensuring that athletes stay in the area and are lined up appropriately by division.

#### Tabulator

- Report to the Awards Manager.
- Retrieve the heat sheet from the timer.
- Transfer time results from the heat sheets to a master list in order to prepare for the awards ceremony.

#### Spotter

- Report to the Competition Manager.
- Ensure skaters are directed to the appropriate place and that no non-competition personnel enter the skating area.
- Keep skaters in the check-in area and assist athletes in getting to the relay boxes and/or starting lines.
- Assist athletes in stopping at the end of the race if control becomes an issue.

# Fall Tournament Volunteer Job Descriptions

## Soccer

### Competition Assistant

- Help with one or more of the following:

#### Ball Monitor

- Report to your Field Manager.
- Track down any loose balls and return them to officials.
- Respond to requests the officials make (particular placement of the ball, drying off balls, etc.).
- Retrieve spare balls if necessary.
- Act quickly so competition continues in a timely fashion.

#### Runner

- Report to your Field Manager and assist the Administration Manager.
- Retrieve score sheets from score tables at each field and take them to the administration/results manager.

#### Line Judge

- Report to the officials assigned to your field.
- Call balls that go out of bounds in accordance with the rules for competition.
- Immediately communicate decisions to the official(s).
- Position yourself at or near the point the ball went out of play in order to mark the throw-in.

### Scorekeeper

- Report to your field manager.
- Keep the official scoresheet for competition at assigned field.
- Record all pertinent statistics and report final results to the field marshal.
- Alert the field marshal immediately if there is a protest.
- Follow the official rules of competition while keeping score. Accuracy is extremely important. In the event of a question, the officials will use the scorebook to make crucial decisions.

### Field Manager

- Report to the Competition Manager.
- Serve as the primary contact at each field.
- Assist in maintaining the competition schedule by monitoring games and making sure all competition volunteers are complying with rules and regulations and doing their respective tasks with efficiency.
- Alert the competition manager of any protests.
- Report scores to the competition manager.

# Fall Tournament Volunteer Job Descriptions

## Soccer Skills

There are three skills competitions. The following is a description of each, followed by the three main job descriptions for positions used to assist competition.

### *Dribbling*

Athletes are charged with dribbling the ball from a start line to a finish line in a timed trial. The clock does not stop until both the ball and the athlete are in the finish zone. If the athlete overshoots the finish zone, he or she must dribble the ball back into the appropriate area. A deduction of five points is made each time the ball runs over the side lines of the lane or if the athlete touches the ball with his or her hands. The station assistant will place the ball in the lane where it went out of bounds.

### *Shooting*

The athlete stands at a starting line and then moves to shoot the ball into a goal from a distance of six meters. The athlete will have five repetitions with each successful goal being worth 10 points.

### *Run Kick*

The athlete will begin at the starting line. Four balls will be placed at designated targets with the athlete's goal being to kick the balls into the appropriate gates. This is a timed skills competition with the clock beginning when the athlete moves and ending when all four balls have been kicked.

### Station Manager

- Report to the Competition Manager.
- Make sure the station runs in a proper manner according to the SONC rules and that scores for each athlete are calculated and recorded properly.
- Receive the competition worksheet for each group of athletes competing at your station from the athlete escort.
- Prepare the station for competition by ensuring you have all necessary equipment.
- Along with the station assistant, monitor the skills drill and record the proper score on the competition worksheet.
- Once all athletes in a group have completed the station, hand the competition worksheets back to the athlete escorts and send them to their next station. Wait for the next group to arrive.

### Station Assistant

- Report to the Competition Manager.
- Assist the referee and manager in making sure athletes complete the drills in compliance with the rules and record all appropriate scoring information

### Athlete Escort

- Report to the Competition Manager.
- Work in pairs when possible to gather all athletes for a particular event.
- Receive competition worksheet with the name of each athlete competing. Meet athletes for the next event in the staging area. You must not begin escorting the athletes to the event until all competing athletes are present.
- Keep all athletes for each event together, in order. One escort should lead the group, the second should follow at the end of a single-file line so as not to lose any athletes.

## **Fall Tournament Volunteer Job Descriptions**

- Once you've gathered all of the athletes for the event (according to your worksheet), advise the competition manager that your event is present and ready to be staged for competition.
- Lead the athletes for their event to the appropriate starting position, informing the station manager when you arrive. After handing over the athletes to the official, wait for the completion of the event. After the event is completed, receive the athletes from the station manager, form a straight line (one escort in front, one in the rear) and lead the group to the athlete drop-off area or the awards area (depending on the round).
- Return to the competition manager for a new worksheet and start the process again.

# Fall Tournament Volunteer Job Descriptions

## Tennis

### Competition Assistant

- Report to the Competition Manager.
- Secure loose balls that have traveled out of play.
- Give competitors the balls they have collected when requested.
- Assist with individual skills competition as needed.

### Scorekeeper

- Report to the Competition Manager.
- Keep score for assigned court according to SONC rules.
- When game/match is complete, turn the score sheet in to the competition manager.

## Tennis Skills

There are four skills competitions. The following is a description of each, followed by the three main job descriptions for positions used to assist competition.

### *Forehand & Backhand Volley Station*

Volunteers will stand on one side of the net and toss balls to the athlete to set up forehand and backhand volleys. Athletes get five consecutive attempts on both the forehand and backhand side. The athlete will score ten points for hitting the ball into the backcourt or between the baseline, service line, and singles sidelines. Five points will be awarded for hitting into either service box.

### *Forehand & Backhand Ground Strokes*

A volunteer is stationed between the net and service line. The athlete will stand on the same side of the net on or behind the baseline. The volunteer underhand tosses the ball so that it bounces before the athlete's forehand and/or backhand side. Each athlete gets five attempts in a row to each side. The athlete scores ten points if he or she hits the ball into the backcourt between the baseline, service line and singles sidelines. Five points will be awarded for hitting into either service box.

### *Deuce & Advantage Court Serves*

Volunteers will monitor the athlete while he or she attempts to hit a legal serve from alternating sides of the court. The athlete will be given five attempts to hit a legal serve from the right court to the deuce service box, then five attempts to hit a legal serve from the left court to the advantage service box. Ten points will be awarded if the ball lands in the correct service box. No points are awarded if the athlete misses the correct box or foot faults.

### *Alternating Ground Strokes with Movement*

The athlete is positioned at the center service mark on or behind the baseline. A volunteer, standing halfway between the service line and net on the same side, tosses balls to the athlete alternating between the forehand and backhand side. Each toss should land at a point which is half-way between the center service mark and the service line. The athlete must be allowed to return to the center mark before feeding the next ball. Ten attempts are allowed and ten points will be awarded for hitting the backcourt on or between the baseline, service line, and singles sidelines. Five points are awarded for hitting into either service box.

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- Prepare the station for competition by ensuring you have all necessary equipment.
- Along with the station assistant, monitor the skills drill and record the proper score on the competition worksheet.
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- Lead the athletes for their event to the appropriate starting position, informing the station manager when you arrive. After handing over the athletes to the official, wait for the completion of the event. After the event is completed, receive the athletes from the station manager, form a straight line (one escort in front, one in the rear) and lead the group to the athlete drop-off area or the awards area (depending on the round).
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# Fall Tournament Volunteer Job Descriptions

## Non-Competition Jobs

### Volunteer Check-in/Venue Assistant

- Report to the Volunteer Manager.
- Use the following process to check in volunteers:
  - Ask volunteers for their name and assignment, if known.
  - Help the volunteer find his/her name on the provided sign-in sheets. (Volunteers who are not listed on the pre-printed sheets should sign in on one of the blank forms provided with the volunteer check-in equipment.)
  - Review their picture ID to confirm identity.
  - Ask the volunteer to review the contact information listed for him/her and make changes as necessary.
  - Have the volunteer read the waiver on the sign-in sheet and sign the form.
  - Give the volunteer his/her t-shirt and meal ticket. (For Spirit Squad volunteers, provide the light gray Spirit Squad t-shirt and a pom-pom. Spirit Squad volunteers do not receive meal tickets.)
  - Direct the volunteer to the appropriate area to await instructions.
- After the final shift of volunteers has checked in, help manage meal organization and distribution.
- Assist as needed for the remainder of your shift.

### Access Control

- Report to the Venue Manager.
- Greet athletes, coaches, spectators and volunteers as they arrive.
- Assist with managing traffic flow (both vehicle and pedestrian) and parking.
- Ensure the walkway leading from the competition gate is clear from foot traffic or from those not authorized
- Monitor entrances and exits to ensure that only people with appropriate credentials are allowed to enter areas with limited access.

### Power Team

- Report to the logistics manager.
- Provide logistical support. Possible duties include delivering, unloading and inventorying equipment; setting up venues; assisting with traffic; assisting with meal distribution; refilling water coolers; breaking down and reloading equipment, etc.

### Meal Operations

- Report to the Logistics Manager.
- Organize meals to be distributed to athletes and volunteers and assist in the cleanup of meal operations.
- Serve athletes and coaches first. They will be wearing credentials which will serve as their meal ticket. A list of teams or delegations (counties) at the venue will be provided. Only athletes/coaches competing at that venue should eat there. Direct all others to their competition venue.
- Serve all-day volunteers. They should have a meal ticket.
- Serve staff members and games management team last or at the same time as the all-day volunteers.
- Note: We do not provide lunch to family members.
- Note: We do not provide lunch to cheer teams unless there is a surplus of meals.