



## 2011-2012 Volunteer Options

### YOUR CLUB IS RUN BY VOLUNTEERS, JUST LIKE YOU!

To redeem your fundraising cheque, you need to complete 2 Bingo sessions plus 4 hours of volunteer work (or an additional Bingo) per STARskater. In an ice show year there are many options available – please sign up early to be assigned the task of your choice.

Please identify how you can help the club this year - either via email [volunteer@skatecanada-pickering.com](mailto:volunteer@skatecanada-pickering.com) OR drop by the Club office during CanSkate.

Skater's Name: \_\_\_\_\_

Parent Volunteer: \_\_\_\_\_

Volunteer Phone #: \_\_\_\_\_

Volunteer email: \_\_\_\_\_

Position requested: \_\_\_\_\_

### ICE SHOW VOLUNTEER POSITIONS

<b>Chair Positions</b>	<b>Sub-Committee Positions</b>
Chairpersons - Filled	
Secretary	
Registrar	
Security Chair	
	Security - 12 people per show (dress rehearsal, afternoon show, evening show) <i>(excellent high school hours opportunity)</i>
Court Liaison Chair	
	Junior Liaison (1 or 2 depending on court size)
	Intermediate Liaison (1 or 2 depending on court size)
	Senior Liaison (1 or 2 depending on court size)
	CanSkate courts (1 or 2 people per court)
Photography Chair	
	Picture Day Runner
	Picture sellers at dress rehearsal, afternoon or evening shows
Costumes Chair – Filled	
	Costume sewing/repair
Tickets Chair- Filled	
	Ticket sales on designated days
	Tickets table at dress rehearsal and at each show
	Program sales at dress rehearsal and at each show
Show Co-Ordinator	
	Lighting – (no. to be determined per show)
	Props – creation
	Arena set up and take down
	Lobby set up and take down

### NON-ICE SHOW VOLUNTEER OPTIONS

Board of Directors – Secretary, Test Chair, Webmaster positions available (see website for position descriptions)

Hospitality on Test Days (Nov 28, 2011, Jan 23, 2012, Mar 5, 2012, Apr 26, 2012)

Extra Bingo (after 2 mandatory sessions)

Help a Board Member staff Club Office during CanSkate Office Hours

Ice Show Chair Descriptions:

Secretary	Minute all ice show meetings. Assist in document preparation & distribution as required
Registrar	Ensure the data base – as provided by the Board – is updated as registrations are received and courts are assigned. Ensure that volunteer positions are noted. Work with Club treasurer to ensure monies received as appropriate.
Security Chair	Staff positions for the event. Registration sign in for skaters and volunteers. Cover all entrances/exits to arena for ticket holders only (lobby, snack bar, top of stairs at Delaney and top of ramp at Delaney). Ensure safe transition through the doors and along the carpet for all skaters.
Liaison Chair	Ensure that all skaters for assigned court receive all required paperwork and other important information coming from the Show Committee in a timely fashion. Contact each parent from their court to arrange dressing room coverage for dress rehearsal and each show. Attend picture day with their court and advise of any costume issues with Costumes Chair.
Photography Chair	Ensure that the schedule set for picture day is followed. Ensure enough staff to move the liaisons and their courts in and out of picture room in a timely fashion.
Costumes Chair	Work with the Ice Show Director to ensure costumes are ordered for each skater. Collect costumes at designated rental facilities on picture day. Return all costumes to rental facilities in a timely fashion. Issue invoices as appropriate.
Tickets Chair	Ensure detailed seating chart is created for ticket sales. Ensure enough sellers are provided at each selling event. Identify any seats that cannot be sold.