



2011 U.S. Junior Figure Skating Championships Volunteer List

Thank you for your interest in volunteering for this incredible event. The top skaters from the country will compete in the Juvenile and Intermediate levels for the national ranking. Below is a list of areas for which we need volunteers. Please email the Volunteer Coordinator Karen McCauley at kamccauley@hotmail.com with your area of interest.

July	Volunteers select area of interest
September	Volunteers will be contacted with additional information pertaining to their area of service
End of November	Volunteers will be contacted to select their shifts (day/hours).
First week of December	Volunteers will meet to review responsibilities (day and time to be assigned). Information packets for competitors and coaches are assembled.
December 13-18	Competition!

Volunteer Areas

Registration, Volunteer and Information Desk

Duties include: checking competitors in, giving them credentials, gift, packet, and program books; responding to inquiries; handing out score sheets. Volunteers may also assist parents/coaches in purchasing additional practice ice. At the Volunteer Check-in station, duties include checking in volunteers, issuing security passes, gifts and radios.

Ice Monitors

Duties include: checking in skaters for practice ice and/or competition at rink side. Volunteers will be mostly standing and checking in skaters at rink-side. Competition events require the ability to effectively communicate with the referee for timing the next skater to enter the ice. Duties also include monitoring the Flower Sweepers during the event.

Security Team

Volunteers for security will staff various stations throughout the building to verify credentials, maintain skater safety and greet guests, includes collecting money for daily passes.

Medical

Physicians, physical therapists, medical assistants and/or others with medical backgrounds are needed on-site in the medical room to respond to any medical crises or injuries.

Hospitality

Volunteers will organize refreshments in the volunteer hospitality room as well as assist the Hospitality Chair with coaches' and officials' hospitality requirements.

Administration Set-up

Volunteers for this area will be required to meet at the Sports Complex to assemble the packets in the first week of December (date and time to be assigned). Packets consist of a folder with various pamphlets, flyers and other important information.

Set Up and Decorations

Volunteers will help set up tables, chairs, hanging up posters, curtains, tablecloths, and assist in setting up the official's lounge. Set up will take place on Sunday, December 12 and Monday, December 13. Volunteers for this area should be comfortable with physical activity and some easy lifting.

Take Down

Volunteers will remove and store curtains, decorations, tables, chairs, official's lounge, etc. Take Down will take place Saturday evening, December 18 and Sunday, December 19. Volunteers should be comfortable with physical activity and easy lifting.

Competitor's Party

Volunteers will assist the Competitor's Party Chair with set up and will be available to attend the party. The Competitor's Party is Saturday evening, December 18.

Accounting

Duties include: helping with printing, posting scores, and gathering official signatures during the event.

Vendors

Volunteers will assist our Vendor Chair in directing vendors upon arrival to the correct area for their booths.

FAQs

What are the shift hours?

Depending on the volunteer area you have selected, shifts vary between 3-4 hours.

When will I know my exact day and shift?

Once the official USFS schedule is announced, the Volunteer Coordinator will begin assigning shift hours. This should take place by the end of November.

Where will I volunteer?

The event will take place at the Salt Lake City Sports Complex, 645 Guardsman Way.

Who do I contact if I have questions?

Karen McCauley is the Volunteer Coordinator. Please contact her by email at kamccauley@hotmail.com

Can I make a donation or my company be a sponsor?

YES! If you have a company that would like to advertise or make a value in kind donation or cash donation please contact Tiffany King, Competition Chair at tiffinutah@hotmail.com

Where can I find additional information about the event?

Salt Lake Figure Skating www.saltlakefigureskating.com

U.S. Figure Skating www.usfigureskating.org

Will this event be televised?

YES! We are seeking local coverage to promote the event and U.S. Figure Skating will have the event televised lived through icenetwork.com

Volunteers will receive a volunteer/staff shirt, gift, 2 Ice Show tickets (April 2011) and an All Event Pass to the competition. Additional gifts and recognition will be awarded for additional shifts. Detailed information will be sent in September.

We greatly appreciate your support and interest in this event! With the support from our community, skating fans and club we are working hard to promote and bid for other large events in the future!