

## 2017 Western Canadian Tournament of Champions Volunteer Package

We are looking for 20 - 25 people to volunteer for this event.

Volunteer positions are available for **Saturday, April 22**.

Please sign your name up on the sign up sheet available at the dojang or send us an email to [tkdcalgary@gmail.com](mailto:tkdcalgary@gmail.com) and we will include you on the volunteer list.

Remember to complete and return the **Volunteer Registration Form**.

Thank you for your interest in volunteering at the 2017 Western Canada Tournament of Champions.  
With your help and support we can have an exciting and successful event.

Jobs Available	Benefits of Volunteering
Set-Up / Tear Down Registration Hospitality Ring Managers Ring Operators Computer Operators Ushers Awards Relief	Free admission to the event for the day of volunteering One meal provided for the volunteering See exciting competitions up close Giving back to the Taekwondo Community

### Time Line for Volunteering

Date	Time	Location	Jobs Required
Friday, April 21	7:00 PM - 9:00 PM	Best Western Port O Call	Registration
Saturday, April 22	8:00 AM - 6:00 PM	Thornccliffe Greenview Community Association 5600 Centre St N, Calgary, AB	Set Up / Tear Down Registration Hospitality Ring Managers Ring Operators Computer Operators Ushers/Security Awards Relief Security

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## Job Descriptions

Set-Up / Tear-Down	Setting up and Tearing down competition mats, scoring systems, tables, chairs, flags, podium. Some heavy lifting will be required.
Registration	Assisting with registration procedures. Greeting club owners and/or competitors. Checking forms, payments, and handing out ID cards for VIPs, Competitors, and Coaches.
Hospitality	Managing and replacing all refreshments for all rings, tables, and areas.
Awards	Organizing and handing out medals for athletes receiving awards.
Ring Runners	Escort athletes from competition rings to the Medal Podium.
Computer Technician	Record and tally scores from each of the judges for poomse competition. Operate computer scoring systems during sparring competition. (Experience is preferred)
Ring Support	Manage the flow of athletes to and from the ring. Ensuring that the correct athletes are prepared and also ensuring that the next 2 sets of competitors are at the ring. Assist referees as needed. Making sure that the fight trees and white boards are up to date. Each ring will be assigned one ring manager who will be responsible for managing the ring support volunteers to complete the above duties.
Ushers/Security	Monitor entrances/exits, control spectator traffic and directing participants to the proper locations. Keeping the "athletes only" area free of spectators. (Standing for long periods of time is required)
Relief	All of the Volunteers will need some relief from the duties that they that they are performing. These individuals will rotate various duties and jobs with other volunteers so that everyone can take lunch and coffee breaks.

**As a volunteer and a representation of Calgary Taekwondo Academy,  
please remember a few things:**

**Be Respectful.**

**Please use appropriate language.**

**If you need to take a break sometime during your shift let your ring manager know or talk to Master Lau.**

**Do your best to demonstrate the Tenets of Taekwondo.**

**Remember that you are a representative of the students at Calgary Taekwondo Academy.**

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# Volunteer Registration Form and Agreement

Last Name:	First Name:		
Address:	City:	Province:	
Home Phone:	Alternate Phone:		
Email:			
Emergency Contact:	Phone:		
Is there anything that may effect your ability to complete volunteering assignments? (circle one)		YES	NO
If YES, please clarify:			

**PLEASE READ CAREFULLY BEFORE SIGNING**

I, the undersigned, do hereby voluntarily submit my application for volunteering in the 2017 Western Canadian Tournament of Champions. I do hereby assume all responsibility for any and all damages, injuries or loss of personal possessions that I may sustain or incur, while attending or participating. I hereby waive all claims against Calgary Taekwondo Academy (its officers and directors), the promoters, sponsors, associations, facilitators, or other competitors of said tournament individually or otherwise, for any damages, injuries, or losses that I may sustain or incur.

**I have read this Registration Form and Agreement, fully understand its terms, understand that I have given up substantial rights by signing it, and sign it freely and voluntarily without any inducement.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**FOR VOLUNTEERS WHO ARE UNDER THE AGE OF 18 YRS**

Guardian/Parent Name (if under 18 yrs): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Recieved:	/	/17
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