



Motown Madness 2017 Meet Job Descriptions

Set-up: This job is for men only age 16 yrs or older per the contract with the equipment company. Set-up is done on Friday night before the meet. Set-up for Motown 2017 will begin at approximately 8 PM. This job entails setting up traffic and parking signs, setting up the awards pipe and drape, taking all equipment off the truck, and setting up all of the meet equipment, i.e. bars, beams, floor, and vault, all necessary mats, etc. Coaches/Equipment Company Representatives will be in attendance to direct where everything needs to be set up. Report to Karen Holt.

Awards and Decorations Set-up: Decorate the gym, particularly the awards area, before the meet. This set-up takes place Friday evening and will begin at approximately 7 PM. Report to Jodie Holliday.

Concessions Set-up: Set up the concessions area, stock, and prepare food. Set-up is done on Friday night and will begin at approximately 9:00 PM. Please wear baseball type hat & have long hair pulled back into a ponytail. Report to Branka Lei.

Hospitality Set-up: Set up the hospitality rooms for judges and coaches. Set-up is done on Friday night and will begin at approximately 7 PM. Report to Jen Swatosh.

Meal Delivery: Pick-up food generously donated to us by specified area restaurants or stores at pre-arranged times. Hospitality food items will need to be delivered to the coaches' and judges' hospitality rooms. Similarly, concessions food items will need to be delivered to the concessions area. After completing the delivery, volunteers will go to a second position (e.g., Timer) and report to the contact listed for this second position. The second position will be specified on the SignUp. Pick-up and delivery instructions will be provided by the Hospitality or Concessions chair prior to the meet.

Hospitality: Service the coaches' room and judges' room. Refresh food and beverages as necessary and clean up the room after the completion of the meal. This includes wiping tables/counters and keeping the rooms clean for every session. Session 4 volunteers on Saturday will also help prepare the rooms for use on Sunday. Report to Jen Swatosh.

Concessions: Under the direction of the committee chair, sell food and beverage items, possibly pick up items from businesses, and check returnable bins and replace bags as needed. Please wear baseball type hat & have long hair pulled back into a pony tail. Report to Branka Lei.

Volunteer Check-In: Work the volunteer check-in table for the first part of this shift. Report to Sarah Rush or Karen Holt. After the volunteers have all checked in for that session, you will go to a second position (e.g., hospitality) and report to the contact listed for this second position. The second position will be specified on the SignUp.

Admissions-Will Call: Collect money for admissions, stamp hands, sell and promote programs, and direct spectators to gym and gymnasts to the gym floor. Will Call volunteers will distribute prepaid admission tickets and meet programs to GTC families who purchased them in advance. Report to Luska German.

Admissions & Timer: Collect money for admissions, stamp hands, sell and promote programs, and direct gymnasts to check-in. Report to Luska German. After the first 45 minute rush, volunteers will go Timing where they will report to Tim or Margaret Barnard to time beam or floor routines. You will be assigned to your event on the day of the meet.

Greeter: Stand at the top of the stairs leading to the lower bowl and check for hand stamps to ensure everyone has paid admission. Report to Karen Holt.

Music & Announcements: Involves cueing and playing all session music including warm-up songs, national anthem, and floor routines. Additionally, and only if the volunteer is interested, this role reads the scripted public announcements made before, during, and after the session. Report to Erin Hart or Ron Schoenstein.

Upper-Bowl and Lower-Bowl Security: Responsible for ensuring that access to the lower bowl and competition floor is limited to gymnasts, coaches, judges, and designated Motown Madness volunteers. Report to Karen Holt.

Scorekeeper: Enter scores given by the judges at your event into a handheld electronic device. You will be assigned to your event on the day of the meet. Report to Tim or Margaret Barnard.

Timer: Time falls on bars or beam. You will be assigned to your event on the day of the meet. Report to Tim or Margaret Barnard.

Beam or Floor Warm-Up Timer: Keep track of timed warm-ups on beam or floor. You will be assigned to your event on the day of the meet. Report to Tim or Margaret Barnard.

Bars or Vault Warm-Up Timer & Awards: Keep track of timed warm-ups on bars or vault. You will be assigned to your event on the day of the meet. Report to Tim or Margaret Barnard. At the conclusion of warm-ups for the session, volunteers will go to Awards (see description below) where they will report to Jodie Holliday.

Awards: Pass out medals after the gymnast is announced. Distribute team banners to winners. Clean up the area after conclusion of awards including organizing medals on the rack for the next session. Report to Jodie Holliday

Medical Personnel: A First Aid station with ice and supplies is located on the gym floor. In the event of an injury, the Meet Director will notify the on-scene medical personnel and call for additional medical help when necessary. Medical personnel will provide only medical treatment for which they have received training and/or professional instruction. The Meet Director will complete and sign an injury report form for any injury that occurs. Report to Natalie Luyckx.

Saturday Night Gym Clean Up: Help clean up the gym after the first day of competition. Tasks may include vacuuming the competition floor and tumble track, mopping the beams' and bars' mats, and general straightening of the competition area. Clean up will begin at the conclusion of the last event of the last Saturday session. Report to Karen Holt.

Tear-down: This job is for men only age 16 yrs or older per the contract with the equipment company. Tear-down takes place the minute the last girl steps off the equipment at the end of the last session on Sunday night at approximately 6:00pm. This job entails taking apart all equipment, mats, etc. and putting them back on the equipment truck, dismantling the awards area, and taking down traffic and parking signs. Report to Karen Holt on the gym floor.

Concessions Tear-down: Assist the Concessions Chair with dismantling the concessions area. Assist with leftover inventory count. Report to Branka Lei in the concessions area.

Notes:

- When you arrive for your job, all volunteers must check-in at the volunteer check-in station, which is at the bottom of the stairs leading to the lower bowl. You will highlight your name on the volunteer list then report to your assigned committee chairperson.
- If your job requires you to be on the gym floor (i.e., timing) please wear soft soled shoes and an official 2017 Motown shirt or sweatshirt.
- **Absolutely no cell phone use on the gym floor.** CBC needs to ensure all of our volunteers are compliant with the requirements of USAG, so please do not check your email, text or take photos or videos while volunteering.
- Please make arrangements for your children while you are working your sessions. The Fieldhouse is not a place to have kids running around unsupervised particularly with other events occurring within the building.
- GTC gymnasts and siblings wanting to watch various meet sessions must do so from the spectator stands, not on the gym floor. Gymnasts will not be allowed on the gym floor except during their competition session.
- The judges' hospitality room and the coaches' hospitality room are for judges and coaches only. The only exception to this is equipment company personnel, scorekeeping company personnel, meet vendors, and CBC committee members who are required to be at the meet from open to close both days. Those individuals are allowed to get their meals from the coaches' hospitality room.
- Medal/banner distribution at awards will be handled by adults only.
- **Remember to wear your official 2017 Motown shirt for the sessions you work so you are easily identifiable as event staff.**
- You are responsible to pay the admission fee when your child competes. If you sign up to volunteer before your child competes, please be prepared to pay your admission fee when you check-in for your volunteer position and get your hand stamped.