

# 2024 Volleyball Canada Nationals Event Crew Job Descriptions



## Pre-Event Roles

### **Administrative Support**

*Time Dedication: 4-8 hours/day*

Administrative support roles will include the following general data entry and secondary review tasks.

- Review all team rosters to ensure all competition requirements are met
- Review competition schedule matches AES schedule

### **Venue Set up**

*Time Dedication: 4-8 hours*

The venue crew will help set-up/tear-down all of the non-competition elements of the venues.

- Assist with Volleyball Canada office set-up
- Assist with set-up of signage (court decals, banners, feature court signage, etc.)
- Assist with laying court and net padding decals on competition courts
- Assist with set-up of sponsor/vendor hall (pipe and drape, tables, chairs)
- Assist with set-up of VC Booth and Results office.
- May be required to lift heavy items.

### **Vendor Set up**

*Time Dedication Required: 8-12 hours*

The vendor set up crew will help vendors set up their booths in the Vendor Hall.

- Assist with set up of signage (banners, directional, inflatables)
- Assist with set up of equipment (tables, chairs, displays)
- Assist with the unpacking, organizing and sorting of shipments
- May be required to lift heavy items

## In-Event Roles

Event Crew will be assigned to either an AM Shift (6:30am-2:30pm) OR PM Shift (2:00pm-10:00pm), unless otherwise noted.

### **Coach Check-In**

*Shift Time: Check- in Day - Mid-day Shift/ PM Wave (~12:30- 7:30pm)*

The coach check-in crew will assist in the coach check-in process.

- Assist with the coach check-in process (verifying rosters and distribution of team bags)
- Assist with answering basic event questions
- Direct coaches to VC/Event staff for any roster related issues

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- Updating rosters in competition management software

## **Activations/Promotions**

*Shift Times: Competition Days - Mid-day Shift (~10:00am- 6:00pm)*

The activations/promotions crew will engage the crowd and create excitement around all activations and promotions throughout the event.

- Support event staff with executing activations and promotions
- Build excitement and engage crowds for activations and promotions
- Assist with coordination and timing of promotions
- Organize and prepare prizing
- Must have an energetic, friendly and outgoing personality

## **Mascot**

*Shift Times: Day 3s – Mid-day Shift*

The crew member will wear the VC mascot (Pepper) and make appearances all throughout the venue to engage and interact with teams and spectators.

- Pose and take pictures with teams and spectators
- Participate in event activations and promotions
- Must have an energetic, friendly and outgoing personality

## **Feature Court Activations**

*Shift Times: Competition Days - AM/PM Waves*

The Feature Court Activations crew will activate the Feature Courts to enhance the experience for teams who have the opportunity to compete in this unique atmosphere.

- Ensure a quality Feature Court experience
- Maintain the overall appearance of the area (signage, spectator seating, etc.)
- Assist with general activations on the Feature Court
- Play music in-between plays, timeouts, and sets
- Live scoring for webcast
- Support teams, officials, and service providers with playoff match protocol

## **Jump Off**

*Shift Times: Competition Days - Mid-day Shift (~10:00am- 6:00pm)*

The Jump Off crew will assist with the operations of the Vertec used at the VC Combine.

- Measure and record athletes' Spike Touch (verticals) on a Vertec
- Encourage people to try out the Jump Off and friendly competition amongst athletes and teammates
- Promote the VC Combine
- Comfortable with large groups of people

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## Social Media

*Shift Times: AM/PM Waves*

The social media crew will assist with creating and posting content on the various VC social media platforms (Facebook, Instagram, Twitter).

- Assist with creating content for social media (stories, interviews, fun facts etc.)
- Assist with taking creative photos for social media (venues, teams, athletes etc.)
- Assist with interacting and/or responding to followers on social media
- Work with photographers and videographers for story building
- Must be very familiar with Facebook, Twitter, Instagram
- Must be enthusiastic and ready to be on the move around the event

## Athlete Zone

*Shift Times: Competition Days - Mid-day Shift (~10:00am- 6:00pm)*

The athlete zone crew will assist with activating the athlete zone and draw people into a space that encourages socializing and community.

- Support various athlete and spectator activations
- Support service providers (ie. DJ)
- Supervise the Nintendo Switch
- Must be enthusiastic and ready to be on the move around the event
- Maintain a clean and enjoyable area

## VC Info Booth

*Shift Times: AM/PM Waves*

The VC info booth crew will be the first point of contact for spectators, athletes and coaches. This will be the main resource area for questions, assistance, and navigation of the venue.

- Assist with Info Booth set-up/tear down
- Welcome spectators and provide information about the event
- Answer questions or direct to proper staff (amenities, directions, schedule)
- Assist with the distribution of event prizes or giveaways
- Sign in/out of all media
- Conduct surveys with event participants
- Must have an energetic, friendly and outgoing personality

## Awards/Ceremonies

*Shift Times: Day 3s - PM Wave*

The awards and ceremonies crew will assist with the preparation and execution of the medal ceremonies, presentation of the All-Star and MVP awards, distribution of remaining tiers' medals.

- Assist with set-up/tear down of awards areas
- Assist with inventory and organization of prizes (medals, volleyballs, banners, etc.)

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- Assist with the collection of medal sheets and award nomination forms
- Assist with awards area traffic flow
- Assist with presentation of medals and All-Star/MVP awards
- Assist with the distribution of medals at the Medal Pick-Up Area
- Should be comfortable in front of crowds

## Championship Tier Medal Matches Scorekeepers

*Shift Times: Day 3s - PM Wave*

Scorekeepers for the Championship Tier medal matches will alleviate parents/ family/ friends from the scorer's table to ensure family and friends can be fully present for play-off matches. Crew fulfilling this role must have a strong understanding of the game and have previous experience filling in a scoresheet during a match.

- Flip score on the scoreboard
- Complete the scoresheet in its entirety for medal matches
- Work with the officials officiating the match to ensure the integrity of the match is being upheld

## Results Management

*Shift Times: Competition Days - AM/PM Waves*

The results management crew will assist with the management of the competition scoring.

- Distribution and collection of game sheets from courts to results office
- Enter and review match results into the competition management system, AES

## Court Crew

*Shift Times: AM/PM Waves*

The court crew will be responsible for the maintenance of the volleyball courts. This includes net height adjustments, flooring issues and general clean-up between matches.

- Assist with court transition and net height changes (between matches)
- Ensure that each court is safe/ready prior to each match
- Assist with court issues (flooring, referee stands etc.) repair or correct tears/issues to taped lines
- Assist with court clean up between matches, remind teams to pick up garbage and personal items, notify staff if garbage receptacles are full
- Clean up blood spills and properly dispose of the contents using provided Blood Kit
- \*\*\*Please note that due to the tasks involved with this role, the individual needs to be able to move/lift a minimum of 50 lbs. and be able to reach heights of over 6 feet.\*\*\*

## General Support

*Shift Times: AM/PM Waves*

General Support crew will see their roles changing on a regular basis, filling in and supporting

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various roles as needed. These crew members should be eager to experience multiple roles of the event and be willing to support all other crew, as needed.

## **Surveys**

*Shift Times: Competition Days - Mid-day Shift (~10:00am- 6:00pm)*

The Survey crew will be responsible for approaching participants with a tablet to fill out a short survey on their experience at Nationals.

- Conduct surveys with event participants
- Must be ready to be on the move around the event
- Must be able to approach event participants and start a conversation
- Must have an energetic, friendly, and outgoing personality

## Post-Event Roles

### **Venue Tear Down**

*Time Dedication Required: 8-12 hours*

The venue crew will help tear-down all the non-competition elements of the venues.

- Assist with Volleyball Canada office tear down
- Assist with tear down of signage (banners, directional)
- Assist with tear down of awards stage (stage, stanchions)
- Assist with tear down of sponsor/vendor hall (tables, chairs)
- Assist with the sorting and packing of shipments
- Assist with the collection of competition items on scorer's table
- May be required to lift heavy items

### **Vendor Tear Down**

*Time Dedication Required: 8-12 hours*

The vendor tear down crew will help vendors tear-down their booths in the Vendor Hall.

- Assist with tear down of signage (banners, directional, inflatables)
- Assist with tear down of equipment (tables, chairs, displays)
- Assist with the organizing, sorting and packing of shipments
- May be required to lift heavy items