



2010

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**Tournament Volunteers Make the Difference!**

**Come join our team!**



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## Online Registration Volunteer Description

<b>Time</b>	Online registration is open in early March and runs until the tournament is completed. This role requires the individual to provide approximately 2 hours per week over a 12 week period.		
<b>Duties</b>	Working from the clubhouse, the individual will assist with the general administration of the online registration, collecting registration information and preparing the registration binders for the tournaments.		
<b>Skills Required</b>	General Internet Knowledge		
<b>Training</b>	1-2 hours of online registration, registration forms and binder creation training.		
<b>Volunteers Required</b>	4 (2 per tournament)	<b>Currently Registered</b>	0
<b>Status</b>	Accepting Applications		

## Marketing Database Volunteer

<b>Time</b>	Managing the continuity and accuracy of information contained in our marketing database. Shifts are generally 4 to 6 hours long and require access to the internet to complete associated tasks.		
<b>Duties</b>	Searching internet and adding/updating information in our database.		
<b>Skills Required</b>	General Internet Knowledge with knowledge of Microsoft Excel.		
<b>Training</b>	1-2 hours of database training.		
<b>Volunteers Required</b>	2	<b>Currently Registered</b>	0
<b>Status</b>	Accepting Applications		



## Onsite Registration – Team Lead

<b>Time</b>	Onsite team registration starts on Friday evening and continues through to Sunday of the tournament. This position requires the volunteer to provide three 4 hour shifts.		
<b>Duties</b>	To provide leadership to the online registration team. To identify & stamp players & team officials as they register for the tournament, answer general tournament information questions		
<b>Skills Required</b>	Volunteers are required to attend a volunteer orientation session before the beginning of the tournament.		
<b>Training</b>	2 hour training – usually within a week of the tournament		
<b>Volunteers Required</b>	6	<b>Currently Registered</b>	0
<b>Status</b>	Accepting Applications		

## Field Assignor

<b>Time</b>	Field Assignor's are required before the tournament starts.		
<b>Duties</b>	Field Assignor is required to coordinate with the registration & volunteer teams to assign fields and field marshals to each tournament game. This position requires the volunteer to contribute time prior to the tournament commencing approximately 2 weeks prior to the tournament.		
<b>Skills Required</b>	Previous assigning experience is preferred.		
<b>Training</b>	No official training required.		
<b>Volunteers Required</b>	3	<b>Currently Registered</b>	0
<b>Status</b>	Accepting Applications		



## Lead Site Conveners

<b>Time</b>	<p>Site Conveners are required for both days of the tournament. Continuity is crucial for this role and requires the individual to volunteer on both of days of the tournament. R</p> <p>Required for Potvin and Hornet's Nest locations for Saturday and Sunday. 6 hour shifts on each tournament day.</p>		
<b>Duties</b>	<p>The convener's responsibilities include;</p> <ul style="list-style-type: none"> <li>• Schedule delivery</li> <li>• Posting game results</li> <li>• Coordinating game sheets</li> <li>• Notification of disciplinary actions</li> <li>• Answer general rules questions</li> </ul>		
<b>Skills Required</b>	<p>Understanding of tournament rules, strong communication &amp; organiational skills required.</p>		
<b>Training</b>	<p>Meet with Field Assignor, Facilities Coordinator &amp; Volunteer Coordinator</p>		
<b>Volunteers Required</b>	6	<b>Currently Registered</b>	0
<b>Status</b>	<p>Accepting Applications</p>		