

## **DESCRIPTIONS OF VOLUNTEER POSITIONS**

Here are some brief descriptions of the various volunteer positions, duties involved and skills required to run a biathlon race. Most of the jobs are not that difficult and your supervisor will review the required tasks at the beginning of your shift.

All volunteers should check-in at the Volunteer Office before each shift. If your shift begins before the Office opens (8AM) please stop by the office at the end of your shift to check-out. Please note the amount of time you may be required to spend outside and dress appropriately for the weather. Layers are wise, gloves or mitts and proper footwear is essential. If you require glasses for distance or reading, remember to bring them with you. A watch with a second hand or digital display is helpful in many positions as phone batteries are sensitive to the cold. Radios and/or stopwatches may be issued depending on the position.

Hot and cold beverages and snacks and/or will be available in the volunteer check-in area all day and snacks and/or lunch are usually provided to volunteers.

### **COMPETITION OFFICE**

**Location: - BWTC, Biathlon Timing Building – primarily indoors**

**Supervisor: Competition Secretary or Volunteer Coordinator**

Competition assistants – (2-4) The Competition office is open race days usually from 8 AM to 4. Volunteers will help to check in volunteers, sort bibs, prepare for team captains meetings, post start lists and results, assign radios etc. Mostly working inside at the Biathlon Timing Building, you may need to go outside to check weather; post results, make deliveries between offices. As the first line of greeting for visiting teams, volunteers should be familiar with computers and office procedures is an asset. If interested, assistants can use this role to learn about the inner working of the Competition Office in order to support higher-level roles in the future (succession planning).

Volunteer Coordinator – Volunteer assistants will help to check-in and out volunteers who have registered and assign “jobs” to volunteers who walk in. Occasionally, volunteers have to be relocated to cover key roles and assistants will help to coordinate the effort. You will work mostly in the Biathlon Timing Building.

Refreshment Coordinator – This volunteer will arrange for refreshments, and if required lunch, in the volunteer room and for the finish line. This person will order, pick up and deliver goods to the Competition Office. Receipts are to be submitted to Biathlon Alberta for reimbursement, or with notice, cash can be arranged.

Announcers – Announcers will work in the Biathlon Timing Building. They will work with all the Chiefs to ensure messages are relayed to the stadium (athletes, officials and coaches and spectators). They will also call athletes to starting areas, announce start times, announce finishers coming in, observing and announcing range activity and so on. They will also coordinate the music feed to keep the energy

upbeat. Announcers must be comfortable talking into a microphone and being spontaneous in responding to activities in the stadium. Having a solid understanding of the ins and outs of biathlon races and knowledge of athletes and their accomplishments is an asset.

### **MEDICAL - First Responders**

**Location: Biathlon Timing Building – Indoors / Outdoors**

**Supervisor: Chief of Competition**

Two first responders are required to be on site each day of competition. **Volunteers for this position must be medical professionals or have current first-aid certification.** Based in the first-aid room of the Timing building, you will be on stand-by for both minor and major incidents. One person must attend if an evacuation is required. Volunteers must have appropriate clothing on hand for travel to the injured person by snowmobile with a CNC staff member. Ambulances (911) will be called for all emergency situations and ask for the Kananaskis dispatch for Nordic Centre service

### **STADIUM CREW**

**Location – Biathlon Stadium – Outdoors**

**Supervisor – Chief of Stadium**

**Set-up/tear-down (8-10)** – each race day, the Stadium must be set-up before the competitors arrive and partially disassembled after they leave in order for the Stadium to be groomed each evening. All race volunteers are asked to arrive early or stay later to help in some way with this process. Metal fencing, start/finish lines, rifle racks, are put in place under the direction of the Chief of Stadium. This is a physical position and volunteers should be dressed to work outdoors for 3-4 hours at a time. Set-up may start before the Volunteer office is open, so please stop by after your shift, grab a coffee and check-out.

**Equipment check (4)** - Skis are marked for each athlete (to ensure they finish with the same skis they started with) Leg numbers are placed on both legs; rifles are marked and trigger weights checked. This crew also mans the finish line where they check to make sure rifle chambers are empty, bolts are open and that at least one ski has the appropriate markings. Experience in handling rifles is an asset. Attention to detail is essential. Volunteers must be dressed appropriately to work outside for 3-4 hours.

**Finish Area (4-6)** – before athletes leave the finish area, the transponders must be removed from their ankles and placed on the collection rack, and bibs must be collected for washing before the following day's race. Athletes can be directed to the exit from the finish area where refreshments are available. A volunteer prepares refreshments and polices the area. Volunteers must be dressed appropriately to work outside for 3-4 hours.

## **RANGE CREW**

**Location – Biathlon Range – Outdoors**

**Supervisor - Chief of Range**

**Possibly the most intimidating area for volunteers, it can be fast-paced and requires speed and accuracy, but allows you to be close to the action, and really see how hard these young athletes work.**

**Range Safety Officer**– Whenever the range is in use (shooters present) there must be a RSO supervising the activities. **Only Range Safety Officers who have been certified by the Canmore Nordic Centre may fill this position.** Volunteers should be dressed to work outside for 2-3 hours.

**Ramp Supervisors/RSO(certified) - one for Air rifles, 2 for .22's** - Observe and supervise range activities during the race, watch for problems, take action as necessary. Volunteers should be familiar with the IBU rulebook and make detailed notes about any problems or penalty situations that occur. Dress appropriately to work outside for 2-3 hours.

**Range recorders – Electronic [.22s only] (10)** - Operating an electronic keypad you will record the scores for each shooting bout during the competition. Attention to detail is essential as well as the ability to work under pressure. Familiarity with the rules regarding the range is a definite asset. ***Not recommended for volunteers who are new to the sport.*** Dress appropriately to work outside for 2-3 hours.

**Range Recorders – Sticker/Paper Books (10)**– Working independently from the electronic recorders, you will record the scores for each shooting bout by completing pre-printed stickers. Attention to detail is essential when recording the lane #, Bib #, and **missed** shots. This position is the first line of recording for Air Rifle competitors and back-up recording for electronic recording of .22s. Clothing and footwear to work outside for 2-3 hours at a time is necessary.

**Range Recorders –Air Rifles only (2 per lane)** – All range data from the Air Rifle competition is recorded manually and must be entered into the timing system before results can be produced. Accuracy and attention to detail is essential when recording the Lane number, Bib number, and each **missed shot**. There is a lot of activity in this area of the range and volunteers need to stay calm and focussed. Dress to work outside for 2-3 hours at a time.

**Briefing sessions for Range recorders are held approx. ½ hour before the first start.**

**Setup/maintenance (8-10)** – Before the athletes arrive the range must be prepared under the supervision of the Chief of Range. Mechanical targets are checked, paper targets are set-up, shooting mats are put in place on the shooting ramp, signage is checked, and rifle racks put in place. After the competition mats are removed from the range, rifle racks are placed off the ramp, targets are painted, and paper targets prepared for the following day. Some tasks are physically demanding, attention to detail is required. Dress appropriately to work outside for 2-4 hours. Old clothing or coveralls are suggested if painting targets.

## **TIMING CREW – Race Days Only**

**Location: Biathlon timing Building / Stadium area – Outdoors.**

**Supervisor: Chief of Timing**

**Timing Crew** – A variety of duties may be assigned to this group from marshalling athletes in the start area, recording order of finish, or pre-calling finishers. Good vision (to read bib numbers) and attention to detail is required for most tasks. Should be comfortable with electronic data recorders (Summit) May be required to work indoors or outdoors, volunteers should have clothing on hand to be outside for 2-3 hours.

### **Start Area**

**Starters (1-3)** – one or more depending on the race, who should be familiar with the sport, previous experience is preferred.

**Assistant Starters (2-4)** – two or more ensure athletes start in the correct order and at the appropriate time. Attention to detail is essential. Dress appropriately to work outside for 2-3 hours.

**Transponders (2-3)** – Electronic transponders are placed on both ankles of the competitors in the start area, and then move to the finish area to collect the transponders before the athletes leave the area. Attention to detail is essential; position requires kneeling and manual dexterity. Dress appropriately to work outside for 2-3 hours.

**Stickerboard Collator (2)** – Indoors – Range data stickers are brought from the range into the timing building and placed on a grid. Stickerboard must be prepared before each day's racing. Some kneeling and reaching required, attention to detail is essential.

**Sticker Runner (1-2)** – Range data stickers are collected from the range recorders on a continuous basis and brought into the timing building to the Stickerboard Collator. The tunnel to the range must be used, lots of walking or running, stairs. Dress appropriately for working outside for 2-3 hours.

### **Penalty Loop**

**Controllers (6)** – Working in pairs, one person calls out the bib number of every passing athlete, while the other records it on the forms provided. Teams may also use a Summit timer to input bib numbers. Attention to detail and good eyesight is necessary, be dressed appropriately to work outside for 2-3 hours.

**Runner (1-2)** – Collect data sheets from the Penalty loop Controllers during the race and deliver to the collator in the Timing Building. Continually active, dress appropriately to work outside for 2-3 hours.

**Collator (1)** – compiles data from Controllers sheets onto a single page. Attention to detail essential, works indoors in timing building.

## **COURSE CREW – Race Days Only**

**Location – Biathlon Trails - Outdoors**

**Supervisor: Chief of Course**

**Briefing sessions will be held ½ hour before start time.**

**Course Marshalls (2-3) on skis** – Course Marshalls assist with set-up of the course prior to the race ensuring the courses are properly flagged, v-boards are placed correctly and any signage is appropriately placed and visible. During the race, the course Marshalls ski the course to monitor any hazardous sections and watch for injured or lost competitors. You should also be alert to unauthorized persons on the course during the race and stop them before they can interfere with the athletes.

**Course Controllers (6-8)** – Working in teams of two at designated points on the course, one person (the Caller) calls out the bib number of each passing athlete. The other person (the Recorder) writes the number on the forms provided. This ensures every competitor skis the correct course the appropriate number of times. Controllers are in radio contact with the timing office. You should also be alert to unauthorized persons on the course during the race and stop them before they can interfere with the athletes.

**Course volunteers** should be dressed appropriately for 3-4 hours outside. You will be in radio contact and able to report any incidents or accidents on the course. You must be able to ski or walk to your designated station on the course. Some course preparation before and after the races may be required. (Course flags, v-boards)