

# CEREMONIES SUPERVISOR

The role of the Ceremonies volunteer team is to assist with training the volunteers on protocol for the various ceremony activities. The goal of this team is to be well rehearsed for all ceremony activities, which will provide a calm and comfortable environment for the individuals involved.

As the Ceremonies Supervisor, it is best if you do not include yourself in the volunteer schedule, as your role will be to oversee, delegate and assist in this area where required. You should plan to be available and onsite for the rehearsals during one of the set-up days (date to be confirmed with Skate Canada staff contact).

## **Principle Duties (Pre-Event) - \*applicable for Skate Canada International, Canadian Tire National Skating Championships, and all other World Championship events**

- ◆ The recruitment and selection process for ceremony participants will be determined by an audition session.
- ◆ In collaboration with the Sweeper Coordinator and Ice Operations Supervisor, coordinate and schedule the sweeper & ceremony auditions. Auditions must be held by specified deadline provided in advance by Skate Canada.
- ◆ All information regarding planned auditions to be provided to Skate Canada staff contact in advance for posting to the Skate Canada website.
- ◆ Volunteer age and skating requirements to participate in the auditions and ceremonies role will be determined by Skate Canada and provided to LOC in advance.
- ◆ Skate Canada will provide guidelines, procedures and documents to assist with the smooth running of the audition session (i.e. judging scorecard, audition process, etc.).
- ◆ Volunteer selections and all required information to be submitted to Skate Canada following auditions by specified deadlines.

## **Principle Duties (On-Site)**

- ◆ Coordinate with Skate Canada staff contact regarding requirements for the Opening Ceremony and Victory Ceremonies.
- ◆ Schedule medal, flower and flag bearers for the Victory Ceremonies.
- ◆ Attend and assist with ceremony rehearsals (scheduled during the evening of one of the set-up days).
- ◆ Inventory, maintain, prepare and iron flags for the Opening Ceremony and Victory Ceremonies.  
Note: it is highly recommended to bring a steamer for the flags.

## **Supporting Documents**

The following documents will be provided in the planning process to assist with volunteer scheduling and duties:

- ◆ Opening Ceremony and Victory Ceremonies Overviews
- ◆ ISU Flag Information document (\*international events)

## **Volunteer Requirements**

It is the responsibility of the Ceremonies Supervisor to schedule volunteers according to the event schedule (final to be provided one week prior to the event) and requirements below.

### **Opening Ceremony**

Schedule flag bearers (one per participating country plus one for Skate Canada and one for ISU flag [international events] / one for all provinces and territories plus one for Skate Canada and one for Canada flag [domestic events]). Approximately 13-16 flag bearers will be needed. All participants will be required to attend a rehearsal and should be at

the arena dressed and prepared one hour prior to the scheduled time of the ceremony. Attire to be confirmed by Skate Canada staff contact.

### **Victory Ceremonies**

Schedule volunteers for all on-ice victory ceremonies. All must attend rehearsal and should arrive prepared one hour prior to the scheduled start time of the ceremonies.

- ◆ Flower Bearers: 3
- ◆ Medal Bearers: 3
- ◆ Flag Bearers: 4 required (3 bearers and 1 to hook the flags) – as applicable per event
- ◆ Logistics: minimum 8 people required for carpet and podium set-up (to be coordinated with logistics team)

Victory Ceremonies participants must be the same for all ceremonies.

The date and times of the Victory Ceremonies will be included on the competition schedule.

### **Daily Checklist (for ceremony days)**

- Confirm bouquet delivery has arrived
- Ensure medals are counted and ready on trays for ceremonies
- Ensure proper results are received
- Installation of carpet and podium with Logistics Supervisor

### **Skate Canada Staff Contact:**

Skate Canada staff contact information will be provided to you in the planning process.