

# LOGISTICS SUPERVISOR

The role of the Logistics team is to offload the Skate Canada shipment, distribute all items to the venues and hotels, and set-up and tear-down the venue and its working rooms with Skate Canada equipment. The goal of the Logistics team is to ensure that all Skate Canada event inventory are installed, accounted for, and that the ideal set-up for each area or room remains in good working order throughout the event.

As the Logistics Supervisor, it would be best if you would not include yourself in the volunteer schedule, as your role will be to oversee, delegate and assist where required.

You should plan to be onsite and available starting with the first day of set-up (date to be confirmed with Skate Canada staff contact).

*It is strongly suggested that the Logistics Supervisor select an individual to be designated and act as a backup or alternate to relieve you from your post to ensure reasonable hours throughout the event.*

The following is a description of the Logistics Supervisor's role:

## Principle Duties

- ◆ Set-up and tear-down of venue (un-packing and re-packing):
  - ◆ Sorting (and un-packing) of Skate Canada shipment and delivering to appropriate rooms
  - ◆ Installation, set-up, maintenance, and tear-down of all areas/rooms occupied by Skate Canada
  - ◆ Installation, maintenance and tear-down of signage; back of house, and concourse level and exterior of venue as required
- ◆ Assist with delivery and return of sponsored and rental equipment.
- ◆ Assist with inventory tracking of goods as needed (Operations Room to act as central distribution where possible during the event).
- ◆ Work with transportation volunteers to transport various goods to and from official hotel(s) as needed.
- ◆ Movement of goods throughout the arena to appropriate rooms and storage locations.
- ◆ Maintenance of inventory as it pertains to the room requirements list.
- ◆ Ensuring back of house area is clear of waste at all times.
- ◆ Installation of carpet and podium for all ceremonies and rehearsals (minimum 8 people required)
- ◆ Coordinate with Catering Supervisor and/or Skate Canada Staff for food and beverage replenishment as approved by Event Operations Coordinator.
- ◆ Scheduling volunteers for all duties that may include but are not limited to, assisting Event Operations Coordinator with preparing and hanging flags and/or banners, removing labels from water bottles (as applicable).
- ◆ The ability to lift 40 lbs minimum is required for some tasks.
- ◆ Do a daily walk through of venues (mornings) to ensure goods, wayfinders, signage, and other items are in their proper place.

## Volunteer Requirements

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

### Set-up

6-8 people available for two to three full days of set-up; each day lasts approximately 9 hours and consists of heavy manual labour.

## During the Event

3-4 people available beginning 1 hour before all competition starts through to 1 hour following competition. Tasks during this time will range from light to heavy manual labour. Also, check that the ideal set up for each area or room remains in good working order throughout the event.

## Victory Ceremonies - \* applicable for Skate Canada International, Canadian Tire National Skating Championships, Synchronized Skating Championships and all other ISU events.

8 people available 45 mins before the start of the Ceremonies. Volunteers for this task may be asked to wear a special uniform. Volunteers must be comfortable lifting heavy objects (50-75lbs) while on ice (i.e. moving podium, carpets, etc.). Cleats / helmets will be made available if needed. Note: no caps/hats permitted.

## Tear-down

6-8 people available for one full shift of tear-down; tear down will begin in the afternoon of the final day of skating and usually lasts 3 hours after the completion of the Competition / Gala.

Volunteers dedicated to the following groups are required. The same people for each area are requested throughout the event (set-up, during, and tear-down). **These are included in the 6-8 people required for set-up/tear-down and 3-4 during the event.**

- ◆ IT (assist in set up of computers, networks, cabling, etc., help troubleshoot basic computer application issues, be available for IT related questions, and work with various areas to get connected to wired or wireless internet)
- ◆ Signage (pop-ups, hang-ups, wayfinders, directional signage, according to signage list, etc)
- ◆ Media Room (assist with set-up of media working room, press conferences (risers, head table, podium), tear-down, etc)
- ◆ Sponsors (assist with set-up, unpacking, packing, moving items, tear-down, etc)

## Supporting Documents

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

- ◆ Venue Maps (with room designation and TV deployment)
- ◆ Installation Schedule (all suppliers, parties)
- ◆ Room Requirements (all items required in each designate room)
- ◆ Shipping List (Manifest of entire truck)
- ◆ Signage List

## Skate Canada Staff Contact:

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