

PRACTICE RINK SUPERVISOR

The role of the Practice Rink Supervisor is to provide a Local Organizing Committee resource onsite at the Practice Rink to assist volunteers from all assigned areas (Ice Operations, Operations, Catering, Security, Transportation, etc.) The goal of this team is to be well trained to be able to answer the various questions from all parties.

As the Practice Rink Supervisor, it is best if you do not assign yourself a specific role in the volunteer schedule, as your role will be to oversee, delegate and assist in this area where required. You should plan to be onsite and available starting with the first day of set-up of the practice rink (date to be confirmed with Skate Canada staff contact).

It is strongly suggested that the Practice Rink Supervisor select an individual as their assistant to relieve you from your post and to share the workload to ensure reasonable hours throughout the event.

Principle Duties

- ◆ Supervise and oversee all areas at the Practice Rink, including Catering, Ice Operations, Operations & Printing, Logistics, Security, Transportation and Volunteer Desk.
- ◆ Be first point of contact and disseminate information to all areas at the Practice Rink.
- ◆ Liaise with all area supervisors and assist with scheduling and supervising of volunteers at the Practice Rink.
- ◆ Liaise with Skate Canada staff contact regarding flood schedules and ice maintenance, and specific functioning of ice level volunteers according to the event schedule and requirements below.
- ◆ Oversee distribution and posting of all results and communications as required – ensure start order and results information are being received/delivered from competition arena in a timely manner.
- ◆ Oversee inventory control system – distribution of meal tickets to volunteers, manage distribution of office supplies and other supplies as needed at the practice arena.
- ◆ Oversee all rink side components to ensure smooth operation.
- ◆ Ensure that all volunteers are aware of the need to keep access routes clear of non-essential personnel.
- ◆ Must attend LOC conference calls and trainings, and volunteer training sessions.

Volunteer Requirements

It is the responsibility of each LOC area with volunteer requirements at the practice rink to schedule their team of volunteers (i.e. Ice Operations Supervisor will be responsible for scheduling ice operation volunteers per requirements for practice rink). Practice Rink Supervisor will be onsite to oversee volunteers at the practice rink.

Set-Up

The Supervisor and two other people will be required to assist with set-up of the practice rink.

Daily Checklist for Lounges

- ☐ Ensure all communications and results have been posted and distributed as per the posted distribution list (all information will be brought over by Transportation several times a day)
- ☐ Ensure that all clipboards are prepared the evening prior with all the required information for the next day's practices for the ice captains, event technicians, and others as applicable
- ☐ Check for cleanliness of all practice areas, replenish water, oversee security, usher skaters to rink if late, etc.
- ☐ Work with Skate Canada staff contact and practice arena staff to ensure proper maintenance of facility.

Skate Canada Staff Contact:

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