

The role of the Security volunteer team is to monitor the security posts throughout the Back of House of the venue and ensure the safety of the athletes and individuals involved with the event. The security volunteer team will be trained to identify the components of the accreditation tag and monitor which individuals have access to areas in the venue.

As the Security 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 available and onsite starting with the first day of set-up (date to be confirmed with Skate Canada contact).

*The Security Supervisor must select another individual to be designated and act as an assistant to relieve you from your post to ensure reasonable hours throughout the event.*

## Principle Duties

- ◆ Assist with security plan implementation with Skate Canada and arena staff as required.
- ◆ Work with security staff as applicable to control access (as directed by Skate Canada contact.)
- ◆ Ensure security levels are enforced according to the accreditation plan.
- ◆ Ensure physical security of skaters, coaches, staff, officials, media and volunteers.
- ◆ Supervise and train security volunteers for all practice and competition days at the venue and on the transportation system (as required).
- ◆ Monitor access points and accreditation zones including lounges.
- ◆ Scheduling of volunteers for the various security posts in the venue.
- ◆ Must attend LOC conference calls and trainings, and volunteer training sessions.

## Additional Information

- ◆ It is important that the key posts are manned one hour prior to the first practice to one to one hour following the last event. The end shifts should be coordinated with the shuttle bus schedule. Some posts require different times (i.e. VIP Lounge) which will be identified by Skate Canada staff contact.
- ◆ A Security protocol document will be sent to you by your Skate Canada Contact outlining the event specific icons and colors to be used on the accreditation tags.

## Volunteer Requirements

### Set-Up

One to two people to be present during all set-up days. Times will be confirmed by Skate Canada Contact (approx. 9:00 – 17:00). Volunteers will be asked to assist logistics with set up items along with ensuring our items are secure.

### Security Stations:

In place one hour prior to the first practice/competition or before the participants arrive each day and to one hour following the last practice/competition, or until all participants and officials have left the facility (certain posts may need to be extended due to doping tests).

\_\_\_\_\_: Check accreditation at access points.

\* Some posts may also be manned by the venue security personnel – to be confirmed.

### Floater / Substitutes

Two volunteers should be scheduled as floaters 30 minutes (to be confirmed by Event Operations Coordinator) prior to the first competition to 30 minutes following the last competition to assist at certain posts, and/or assist with special functions (autograph signings, escorting, etc.).

A detailed list of post locations and special instructions for each post will be made available closer to the event.

### **VIP Lounge**

Two security people will be required to monitor access based on VIP Lounge times (approximately starting 30 minutes before the first competition to 30 minutes following the last competition). To be confirmed closer to event with Skate Canada Contact.

\_\_\_\_\_ : ensuring those entering have appropriate accreditation and/or VIP lounge ticket.

### **Skate Canada Staff Contact**

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