

# SWEEPER COORDINATOR

The role of the Sweeper Coordinator is to assist the Ice Operations Supervisor to ensure smooth operations of all sweeper duties.

As the Sweeper Coordinator, your role will be to oversee, delegate and assist in this area where required. You should plan to be onsite and available starting with first day of practices (date to be confirmed with Skate Canada staff contact).

*The Sweeper Coordinator reports directly to the Ice Operations Supervisor and should select another individual to assist as a sweeper chaperone throughout the week to share onsite duties.*

The following is a description of the Sweeper Coordinator's role:

## **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 sweepers will be determined by an audition session.
- ◆ In collaboration with the Ice Operations Supervisor and Ceremonies 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 flower retriever 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)**

- ◆ Schedule and train sweepers on duties/process (additional training will be provided by the Technical Delegate / Representative onsite).
- ◆ Work at rink side to ensure smooth operation of all sweeper components.
- ◆ Liaise with Technical Delegate / Representative and Skate Canada staff contact regarding flood schedules, and specific functioning of sweeper volunteers.
- ◆ Ensure that all volunteers are aware of their duties during the event (keeping an eye for things thrown onto the ice, quick removal of all items following the completion of a skate).
- ◆ Work with Catering Supervisor to arrange snacks/meals for shorter breaks when sweepers are unable to make it to the Volunteer Lounge during designated meal times.

## **Volunteer Requirements**

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

### **Sweepers**

There will be two groups of six sweepers (total of 12) and they should be scheduled per segment depending on the event schedule.

- ◆ Attire for sweepers will be confirmed by the Skate Canada staff contact.
- ◆ Sweepers must have their skates cleaned, hair and make-up to be done appropriately and neatly prior to arrival.

- ◆ Sweepers should arrive at the rink one hour prior to the start of the event they are scheduled for, should be dressed, with make-up and hair done prior to arrival.
- ◆ Sweepers should be accompanied by a chaperone (who will be selected and scheduled by the Ice Operations Supervisor and Sweeper Coordinator). The chaperone will monitor their activity at all times; it is recommended that two flower retriever chaperones are scheduled per shift (i.e. Sweeper Coordinator and sweeper chaperone).
- ◆ Training will be provided one hour prior to the first competition segment with the Skate Canada staff contact and Technical Delegate / Representative.

## **Daily Checklist**

- Ensure that all sweepers are prepared, blankets available rink side, and clear plastic bags are available and labelled prior to competition start time.

## **Skate Canada Staff Contact:**

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