

Role	Location	Job Description	Other
Warm up room Supervisor/Check in	Warm up room	This role is the supervisor of the entire warm up. They will check in teams, monitor the time and yell rotate. Any serious concerns re: warm up or backstage should be brought to this person (board member) .	*Requires criminal record check to be emailed to info@bcsportcheer.ca
Marshall	Backstage	This role will guide the teams from warm up room to backstage, ensuring they get to the right place in a timely fashion.	*Requires criminal record check to be emailed to info@bcsportcheer.ca
Warm up room support	Warm up room	This role provides support in the warm up room. They are responsible for monitoring the time, and yelling rotate to ensure teams move from one station to the next on time. Being on time is extremely important and teams cannot take extra time on the mat past what has been allotted to them.	*Requires criminal record check to be emailed to info@bcsportcheer.ca
Coach check in Supervisor	Athlete arrival area	This role is Sarah and she is the supervisor of the coach check in. Sarah will provide direct support to those working at this station.	
Coach check in	Athlete arrival area	This role operates the coach check in table. Coaches will arrive to the competition and have to check in here. They will pick up a package for their team, and may need to provide information such as a criminal record check, safe sport, and potentially other documentation as advised by Sarah.	

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Volunteer table	Athlete arrival area	This role will operate the volunteer check in table. They will have the volunteer shift schedule, and will check off people as they arrive for their shifts. If someone is late for their shift, it's important to call them and see if they are still able to make it. If they are not able to do their shift or do not respond, please contact Sarah - 778-835-5769. Please direct the volunteers to where they need to go based on their role location. This role will provide each volunteer with 1 shirt at the start of their FIRST shift (every volunteer only gets 1 t-shirt for the weekend) and a wristband.	
Vendor /Hospitality Supervisor	Front of House	This role is a board member who ensures that our vendor booths are set up and complying with the agreements signed, are set up, and any escalation issues with vendors, coaches/judges room, and sweater handout.	
Coaches/Judges room host	Coaches room & Judges room float	This role oversees the Coaches/Judges room and ensures that any snacks/refreshments provided are stocked. If the room is running low on items, they are to inform the venue staff. If Judges are present in their room, this role must vacate that room during that time.	
Sweater Handout	Athlete area	This role will communicate with Awards to prepare the Championship sweaters for first place teams. No athletes are allowed in the area and only two coaches are allowed in at a time.	

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Logistics Supervisor	Venue	This role is a board member who is familiar with event management, and competition set up. Any questions should be directed to this person.	
Set up/Tear Down	Venue - meet at athlete area	<p>This role will set up or tear down the competition! Mainly focused on the warm up room floors. Those unable to lift items, can provide set up/tear down support on other stations such as signage, paperwork, etc.</p> <p>Not all of you will be doing heavy lifting, but those who are able will be helping with the floor. In that case, we recommend you bring a pair of work or gardening gloves with you to protect your hands. There are also other less laborious tasks during set up & tear down for those not able to help with the floors.</p>	
Video Supervisor	Judges Stand	This role is a board member. They are responsible for filming the routines, which will be played for athlete video playback, and may be used for score check review.	
Filming	Judges Stand	This will be a person who can cover off when the video supervisor is not available.	
Content Filming	Various	This is specific to the Social Media Ambassadors - they will be responsible for capturing social media content and developing into posts, stories and reels to be submitted to BCSC for posting	

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Awards / Backstage Supervisor	Backstage	This role is a board member. They are responsible for ensuring that placements are communicated to Sweater Handout, and that there are enough volunteers for awards.	
Athlete gift hand out / Video playback	Table backstage	This role operates backstage and provides each athlete a gift as they get off of the competition floor after performing. Each athlete is to get one gift only. This role will be responsible for video playback immediately following the performance.	*Requires criminal record check to be emailed to info@bcsportcheer.ca
Awards	Backstage	This role assists with counting the awards and having them ready to be presented to teams. This shift is a shorter shift, and the remainder of the shift will be reallocated to either video playback/athlete gift or VIP Crowd Control	
Stage / Crowd Supervisor	Stage Area	This role is a board member. They are responsible for keeping the VIP area moving, communicating schedule changes to the volunteers directing VIP traffic, ensuring mats get vacuumed in breaks, and that aisles remain clear.	
VIP Crowd Control	In front of the stage	This role oversees the friends and family area at the front of the stage. Individuals who are direct supporters of that team get priority over this area. If a person has decided to sit for more than 2 teams in this zone, and are not a direct family member or supporter of the team, they need to move out of this zone.	

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Additional Support	Float	This role provides additional support where needed. If someone no-shows for a shift, this person will fill that spot! IF they are to fill a spot backstage/warm up room/marshall, they will need to supply a criminal record check.	