

Ice Captains

- In charge of the skater management at ice level, and management of the flow of the competition schedule for the skaters and coaches
- Assisting the skaters in the staging area
 - checking in skaters once they arrive to the dressing room area / finding skaters prior to skate time if they are not in the staging area or in the dressing rooms.
- Checking at the registration desk to make sure the skater has arrived as required. One Ice Captain will report to the Technical Representative if a skater cannot be found in dressing rooms or at the staging area.
- Control people entering the dressing room area.
 - Parents and/or guardians are not allowed to be in the dressing room area.
 - Volunteers and coaches will have ID badges/tags.
- Ice Captains cannot leave their stations unless it is an emergency.
- Skaters and coaches will ask if the schedule is on time or what skater is currently in the ice. Awareness of what is happening during the competition is critical for competition flow, please make sure you are paying close attention to who is on the ice.
- Open/close gates if needed for skaters.
- Remember that the skaters will be nervous, and coaches will be moving from rink to rink, it is important to be able to answer questions quickly to help with timing and keeping all parties prepared.
- This role will require a patient and a positive demeanor.
- As the role passes on throughout the day, each Ice Captain will train the new volunteer.

Registration Desk

- Responsible for the operation of the registration desk.
- Check in all skaters and coaches upon arrival. A master list of skaters in each event will be provided by the Data Control Centre to be used to check in the skaters. This is important because as the competition proceeds, the Ice Captains may need to confirm that the skaters have arrived especially if they are missing for an event.
- Most competitions will have uploaded music on-line prior to the event, but some will have last minute changes. The technical rep may direct CD collection and transport to the technical music operator or skaters will be instructed to take the CD to the music player on the ice before skating.
- There may be a designated area for music and skater report card pick up, at the end of each event. If skaters have not picked up the music by the end of the evening, there will be a box to collect and store them until the end of the weekend.
- Coaches may come and collect CD's at the end of the weekend as required.
- There may be the possibility of handling additional paperwork like test sheets and handling money for test fees or penalties for late planned program sheets.

- Being organized and quick is critical in this position. You will have many families coming in at the same time as well as coaches who will need to check in and receive their IDs.
- Please remember, you are the first face all the competitors see coming through the doors and you will be last as they leave after getting their music.
- As the role passes on throughout the day, each Registrar will assist the new volunteer in learning the role.

Music Player

- Responsible for the operation of the music system.
- One Music Operator is necessary for each arena surface.
- The setting up and training for this role will be done initially by the technician from the competition - equipment will be tested before the start of the day.
- The music is pre-loaded onto the computer. The volumes for background music, the announcer mic and CD player are all on the same operating system and simple to operate.
- It will be important to match the skater on the ice with the skater name on the event details and music name, mistakes do happen on occasion. Attention to detail is must.
- In the event that the music does not work or skater needs to start over, the Referee will determine what needs to happen. This may require playing a CD or restarting the program.
- As the role passes on throughout the day, each Music Player will assist the new volunteer in learning the role. The technician is usually available to assist the team throughout the day.

Announcer

- A script to follow from the Technical Representative will be provided.
- List of all events will be given to the announcer with all the skaters names and club information.
- Some of the skaters names are complex - practice or clarification may be required.
- A strong clear voice is ideal for this role as the skaters will be listening for their name to enter the ice when it is their event.
- As the role passes on throughout the day, each announcer will assist the new volunteer in learning the role.

Camera Operator

- Operating the camera for live streaming of the event.

- The setting up and training for this role will be done initially by the technician from the competition - equipment will be tested previous to the start of the day.
- The camera should follow the skater around the ice during their performance.
- This role involves a long time standing – rest periods during floods.