

Jamboree Volunteer Shift Information

ALL: Last Shift of the Jamboree in all positions are responsible for clean up.

Questions:

Jamboree Coordinator:
Michelle Weisbrich 320-224-5343

● **Set Up:**

- Please set up 3 tables in the lobby near the door (in Koronis on the wall lost and found is on, in Richmond on the wall connecting to the arena across from concessions).
- You will need to grab the tournament bin that is in the upstairs room of the Koronis Arena. In Richmond the bin is in the first storage locker (it's green)
- In the bins you will find the table cloths, signs for t-shirts, mugs and the pucks and bag tags and decorations for the arenas.
- Sort pre-order shirt orders per team
- Apply stickers to pucks for each skater, sort with their bag tag and sort each team into a section on the tables

● **Welcome Table:**

- This is each team's first stop upon entering the arena, and we need to make a great first impression. There should be two people working the table at all times
 - The Welcome Table takes care of the following tasks:
 - Selling pucks, bag tags, and day of t-shirts (Square CC processing will be used, along with cash and check)
 - Collect team registration fees (see registration fee tracking sheet)
 - Check in refs and pay them after they have completed games (also mark down each game they have been paid on ref tracking sheet)
 - Prepare snacks for each team after certain games (1 snack per rostered skater on each team)
 - 1st game Gatorade
 - 2nd game Snack
 - Prepare medals for after each teams 3rd game
 - Last shift can work on taking a table down if it is not needed

● **Time Clock:**

- Games will be three (3) 16 minute periods.
- Buzz the horn every 2 minutes for a shift change
 - Full ice games, please ask the coaches if they would like a buzzer every two minutes of if they want to change on the fly

● **Announcer:**

- After the 3rd game for each team, we announce players' names as they are given their medals.
- Be sure you have a program at the scores table to read off of when announcing skater names
- You can also ask coaches for the away teams if they would rather announce their players as they know their kids names.

● **Concessions:**

- Work the concession stand as you normally would
- See the concession stand manual if you have any questions
- The last shift of each day will close the concession stand

● **Floater:**

- This person will help with anything that needs to be done (assist with Welcome Table, concession stand, move bumpers/temp boards, bring snacks to locker rooms etc. etc.)