



MAY 2 - 6, 2017

TRENTON, ONTARIO

DUDLEY-HEWITT CUP

CENTRAL CANADIAN JR. "A" CHAMPIONSHIP



Volunteer Application

Return completed forms to Volunteer & Information Quinte
199 Front St., Suite 121, Belleville
Email: amandaw@viq.ca
Fax: 613-969-2826

1. Contact Information:

Name: _____

Email: _____

Phone: _____

Address: _____

- Student 15 to 17 (see parental/guardian consent on page 4)
- Adult 18 years or older

2. Previous experience:

Have you volunteered/worked for any sporting event or league?

If yes, check all that apply.

- Hockey
- Soccer
- Basketball
- Floorball
- Baseball

Other: _____

Do you have experience in any of the following?

- | | |
|---|---|
| <input type="checkbox"/> Security | <input type="checkbox"/> IT support |
| <input type="checkbox"/> Customer service/ Retail | <input type="checkbox"/> Smart Serve |
| <input type="checkbox"/> Media relations | <input type="checkbox"/> Hostess |
| <input type="checkbox"/> Office | <input type="checkbox"/> Usher/ Greeter |
| <input type="checkbox"/> Team Host | <input type="checkbox"/> Management/ supervisor |
| <input type="checkbox"/> Other: _____ | |





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3. Dudley-Hewitt Cup Volunteer Positions:

What volunteer task are you most interested in?

See volunteer descriptions on pages 5 & 6 - Please mark your 1st, 2nd, 3rd and 4th choice

- 50/50 Manager (18+)
- Band Host (18+)
- Media Host (18+)
- Smart Serve (18+)
- Security (18+)
- Ticket Sales
- Usher
- VIP Host (18+)

- 50/50 Sales (18+)
- Game Official Host
- Promotions
- Security Manager (18+)
- Team Host (18+)
- Usher Lead (18+)
- Venue Host

Availability:

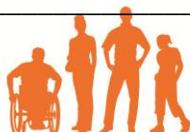
Select the block of time you will most likely be available. Timeslots are estimates; each volunteer will receive breaks according to their shift worked

Afternoon: 11:00am to 4:30pm - Early evening: 4:00pm to 8:30pm - Evening: 6:00pm to 11:00pm

Tournament:

- | | |
|--|---|
| <input type="checkbox"/> Tuesday - May 2 - Afternoon | <input type="checkbox"/> Tuesday - May 2 - Early Evening |
| <input type="checkbox"/> Tuesday - May 2 - Evening | <input type="checkbox"/> Tuesday - May 2 - available any time |
| <input type="checkbox"/> Wednesday - May 3 - Afternoon | <input type="checkbox"/> Wednesday - May 3 - Early Evening |
| <input type="checkbox"/> Wednesday - May 3 - Evening | <input type="checkbox"/> Wednesday - May 3 - available any time |
| <input type="checkbox"/> Thursday - May 4 - Afternoon | <input type="checkbox"/> Thursday - May 4 - Early Evening |
| <input type="checkbox"/> Thursday - May 4 - Evening | <input type="checkbox"/> Thursday - May 4 - available any time |
| <input type="checkbox"/> Friday - May 5 - Afternoon | <input type="checkbox"/> Friday - May 5 - Early Evening |
| <input type="checkbox"/> Friday - May 5 - Evening | <input type="checkbox"/> Friday - May 5 - available any time |
| <input type="checkbox"/> Saturday - May 6 - Afternoon | <input type="checkbox"/> Saturday - May 6 - Early Evening |
| <input type="checkbox"/> Saturday - May 6 - Evening | <input type="checkbox"/> Saturday - May 6 - available anytime |

Scheduling comments: _____





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4. Screening:

Criminal Record Check (CRC) with Vulnerable Sector Screening (VSS):

A current (within the last 6 months) CRC with VSS will be required by all volunteers who are 18 years of age or older. Please go to page 7 of this application for a volunteer letter and follow the instructions below to complete this step.

Belleville residents:

Go to <http://www.police.belleville.on.ca/> and click on the e-back ground check link on the home page to complete the application. Once you have completed and submitted the application you will receive an email confirmation on how you can submit the volunteer letter which is on page 7. There will be a reduced cost of \$15 and your CRC with VSS will be mailed directly to you.

All other areas:

Print the letter on page 7 and go to your local OPP or police riding with two pieces of identification and your addresses from the last 5 years. They will submit your CRC with Vulnerable Sector Screening at no cost and you will pick it up when it is completed.

Please bring your original CRC with VSS to Volunteer and Information Quinte at 199 Front St., Suite 121, Belleville or call to make arrangements for it to be seen in Trenton.

References:

References are only needed for the following positions: 50/50 Manager, Band Host, Security Manager, Security, Team Host, and Usher Lead.

Please fill in the information below if you have checked off one of those volunteer positions.

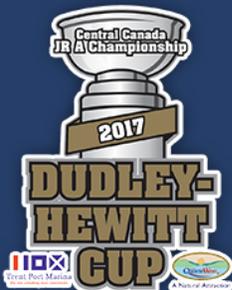
Name: _____ Relationship: _____

Phone: _____ Email: _____

Name: _____ Relationship: _____

Phone: _____ Email: _____





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5. Parental/Guardian consent for individuals 17 years or younger:

Parent/Guardian Name: _____

Phone: _____ Email: _____

Name: _____ age: _____ has my permission to volunteer for the Dudley-Hewitt Cup Championships from May 2nd to the 6th 2017. We accept responsibility for their transportation to and from the Duncan Memorial Community Gardens in Trenton and understand that my child will be given orientation, training and supervision. My child will be expected to show up for all scheduled shifts and adhere to the volunteer policies.

Parental/Guardian signature Date

Signature of minor Date

6. Medical Information

Emergency Contact:

Name: _____

Phone: _____ Cell: _____

Medical information that should be known by your supervisors: _____





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Volunteer Positions:

50/50 Manager: 18 years or older

- Distribute aprons and tickets to 50/50 volunteers
- Count money at the end of each shift
- Divide money at the end of each night and ensure it goes to the appropriate individuals

50/50 Sales: 18 years or older

- Sell 50/50 tickets
- Handle cash, collect payment and return change

Band Host: 18 years or older

- Welcome bands and escort them to the stage area
- Answer questions and assist with request

Game Official Host:

- Assist with the needs of the off and on ice officials

Media Host: 18 years or older

- Ensures press room is neat and tidy, equipment is available and working, restocks the paper and pens
- Offer IT support (troubleshoot problems with internet etc., IT background is needed)
- Ensures only authorized individuals enter the media room

Promotions:

- Attend community events to promote Dudley Hewitt Cup Championships
- Sell tickets, distribute promotional material and recruit volunteers

Smart Serve: 18 years or older

- Smart Serve certification is required
- Greet customers, clean bar, and work areas
- Operate cash registers, collect payments from customers, and return change

Security Manager: 18 years or older

- Oversee security volunteers to ensure security points are covered and breaks are taken
- Provide training and support to security volunteers
- Answer security related questions and deal with conflict in a calm and professional manner
- Coordinate with the volunteer coordinator to resolve scheduling conflicts
- Follow arena policies and reporting processes





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Volunteer Positions:

Security: 18 years or older

- Ensure areas are accessed by authorized individuals
- Ensure safety of the players and public at all times
- Report incidents to Security Manager

Team Host: 18 years or older

- Welcome the teams and answer their questions
- Guide to accommodations help with check in if necessary
- Guide team to practice and games; communicate any changes in the schedule
- Contact the teams to ensure all questions are answered
- Communicate with organizations and staff on behalf of the teams with questions or problems
- Must be available for the duration of the championships and be able to be with the team at any given moment

Ticket Sales:

- Operate cash registers and distribute tickets
- Provide customer service and answer general questions

Usher lead: 18 years or older

- Oversee usher volunteers to ensure usher points are covered and breaks are taken
- Provide guidance and support to usher volunteers
- Report issues or conflict to appropriate individuals when needed
- Refer schedule conflict to volunteer coordinator

Ushers:

- Direct spectators to seating areas, washrooms and canteen
- Check tickets at certain check points
- Answer questions and distribute information and/or programs

Venue Host:

- Direct or escort spectators, teams, media, and invited guest to appropriate areas
- Answer general questions

VIP Host: 18 years or older

- VIP host welcomes guests and VIP's to the VIP area
- Check tickets for admission, answer general questions

