



RHDA COMPETITION VOLUNTEER POSITIONS

The following are short descriptions of what to expect when you volunteer at a competition.

Please note that each position is a half-day commitment and has the flexibility to allow parents/volunteers to break for costume changes and/or to attend to your dancer. You will have an experienced committee member working with you or available to you at all times.

Registration

No. of Volunteers required: 2 to 3 plus Registrar

- Report to registration table 10-15 minutes before registration start time for instructions.
- Check off registered dancers as they report with their SOBHD card and give them their number.
- Note: SOBHD card is to be checked that the current year sticker is properly displayed and the dancer's class is correct.
- Check that Saskatchewan dancers have a full membership card from a local association unless there is a note that it is not required.
- Make sure cards for Beginner and Novice classes are kept for stamping purposes.
- Note: Once all dancers are registered, cards should be collated alphabetically by class and given to the scoring table. As well, any missing dancers should be identified to the scoring table
- Make sure primary, intermediate and premier cards are immediately returned to the dancer/parent.
- Collect any outstanding entry fees, or provide refunds as necessary – based on notes on the registration list.

Scottish Auction/Program Sales

No. of Volunteers required: 2

- Report to the scoring table 10 to 15 minutes before registration.
- Sell tickets for Scottish Auction items.
- Sell programs.

Marshalling (Under the direction of the Head Marshaller:)

No. of Volunteers required: 1 for each platform

- Report to marshalling area 10-15 minutes before start of dancing (or when called by announcer)
- Organize dancers in order by number, lining them up and directing them onto the stage--each marshaller is then provided with a clipboard containing a platform schedule, list of dancers by

class and number, and general instructions on marshalling (including what order dancers line up in to go on stage and procedure for reel fill-ins).

- The following marshalling details will be reviewed with the Marshallers prior to beginning the competition:
 - Numbers should go on stage lowest to highest from the judges left to right (looking at the stage)
 - Note: Primary/Demo Primary dancers should be lead out onto the stage by one of the Marshallers.
 - Dancers normally go onto the stage in groups of 3 unless there are insufficient dancers. If that's the case they will dance in 2's (never one at a time) Occasionally dancers will go in 4's (usually for the fling and reel only) This will be indicated by the head Marshall.
 - Within a class, dancers should go onto the stage and stand behind the previous dancers immediately upon completion of the previous dance. In between classes, dancers go onto the stage after the adjudicator has given the previous results to the runner.
 - LAST SET sign should be shown to the judge as the last dancer for each age group-dance go on to the stage.

Scoring (Under the direction of the Head Scorer)

No. of Volunteers required: 2 plus Head Scorer

- Report to scoring table 15 minutes before dancing starts.
- Scoring information, which is pre-entered into the computer program by the "head scorer."
- Manual tabulation of placing on judges mark sheets, which is done first--the marks, are then read out to the head scorer and input into computer program and then verified
- Recording numbers to stamp and stamping cards (pre-premier competition).
- Tracking any money award amounts
- Dancers and spectators are not allowed to visit the scoring table.

Runner

No. of Volunteers required: 1 per platform

- Report to scoring table 10 to 15 minutes before dancing to pick up runner folder.
- Pick up judges marks after each event, in folder, to the scoring table.
- Return the folder to scoring after morning or afternoon.

M/C

No. of Volunteers required: 1 per shift

- Report to scoring table 20 minutes before dancing.
- Call dancers to the marshalling area as required.
- Make any necessary announcements and announce awards at event end. Details are written down are provided to the announcer.

Music

No. of Volunteers required: 1 per shift

- Report to scoring table 10 to 15 minutes before dancing to pick up IPOD.
- Run IPOD, playing appropriate music as required. Details of the required music are provided. This includes checking to ensure dancers are ready before starting the music.

Set-up/Clean-up

No. of Volunteers required: 2 for each

- Arrive one hour before registration for set-up and at dancing end for clean-up .
- Move and tidy venue as required

Other jobs

No. of Volunteers required:

- Other jobs may be required. These can include:
 - driving the judge to and from events
 - arranging meals for the judge
 - Sword steward
 - handing out awards
 - number return
 - other