



SEPAK TAKRAW ASSOCIATION OF CANADA

1280 Cameron Street Regina, SK S4T 2T1 Canada
 Phone/Fax: (306) 584-8778 Email: stac@takrawcanada.com
 Web Site: www.takrawcanada.com

2014 CANADIAN OPEN SEPAK TAKRAW CHAMPIONSHIPS

University of Regina, Gym 2, Regina, SK

August 2 - 3, 2014

VOLUNTEER JOBS

Volunteer Coordinator	Recruit volunteers to fill all the jobs needed, create a schedule when & where they are working; then let them know where & when they will be working, so they confirm	Starting well before event, then on site	1
Sponsor Coordinator	Approach potential Food, T-shirt, Prize, & Transport. Sponsors; STAC office will assist with letterhead, Letter templates, etc.	1 person plus a couple helpers, pre-event	1-3
Media Liaison	Send out Media Releases (pre-event & during)/Final Results	1 person	1
Billet Homes AND/OR A facility that can let players sleep there	Ideally, 1 or 2 billet homes per International Team (3 - 6 people), if applicable/possible, where the homeowners speak the language of the guests. Most Asian-Canadian teams from other cities will likely arrange/prefer to stay in homes of their friends (who usually are other players in host city). If possible, also provide transportation to the tournament site and other planned activities would also be very helpful.	Get them to and from tournament drop-off and pick up point and if possible to any other activities that may be planned.	2 - 4 homes (?)
Drivers	To be available to run errands, pick up food, etc. at event	1 at a time, 4-hr shifts	2
Site Committee & Signage Set up & Take Down	Book & set up: the courts for the event (3 tournament courts and 3 practice/public participation courts); marking the centre lines, serving circles and quarter circles; setting up poles and nets; putting up sponsors' banners surrounding the court areas; preparing the PA system; setting up spot for opening speeches, announcements, etc.; ensuring that Referees can have microphones; make sure all equipment needed is ready & in place.	Set up: <u>Day before event</u> (6 - 9 pm or so?) Take down: <u>End of 2nd day of event</u> (6 - 7 pm or so?)	8
Information, Equipment & Merchandise Booths (STAC)	These volunteers will run an action video/s give out information about Sepak Takraw, recruit members (especially for Regina), sell Takraw balls & nets and other merchandise such as T-shirts, shoes, key chains from a booth set up throughout the event.	2 working at the same time in 4-hour shifts during the event	4
Greeters	Handing out information, sponsors' coupons, etc.	2, in 4-hour shifts	4
Photographer	A photographer will be asked to take pictures. STAC retains all rights to the pictures and keeps digital copies. ... edited pictures shall be put onto a disc for STAC to keep (STAC will supply the disc if necessary).	Tries to get action shots of each team in tournament, then especially the finals.	1
Camera person to take videos	Take videos during the tournament, of which highlights could potentially be put on Website and/or You Tube.	Tries to get footage of each team, then finals	1
Announcer/DJ	Announce players/teams participating in each match; Announce winners and scores after each match; Thank sponsors; Encourage spectators to visit the STAC Booth; Invite spectators to try Sepak Takraw at designated times or run contests (if applicable); play music at breaks, etc.	1 person or 2 persons alternating shifts during event.	1



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Score Board Keeper	At the corner or side of each court will be a score board or a table with score cards. The Score Board Keeper must add on the appropriate number card for the appropriate team each time the Referee announces a "Point" at the end of each rally during a match.	1 or 2 per court during event, 4-hour shifts, assuming 3 courts	6 or 12
Line Judge	The Line Judge sits in a corner of the court and judges whether or not the ball hit outside the court boundary line or on the line/inside the court. (Even if just the shadow of the ball touches the boundary line, it would be ruled in.)	2 per court, 3 courts, so 6 line judges alternating 4-hour shifts	12
Tournament Convener	The Tournament Convener and his/her Committee will set the rules & regulations for the tournament and monitor the matches to ensure they are on schedule - Convener shall also be Chair of the Jury of Appeal.	Pre-event planning and on sight during event	1
Jury of Appeal	A committee of two Canadian and two International officials (if applicable, or officials from 4 different cities or provinces represented), familiar with all aspects of Sepak Takraw, plus the Convener, who will chair the jury. If any question or dispute arises, they shall deal with it.	On sight during event	4
Referees	Need to be trained Referees, SK can bring some, and training can also be scheduled prior to event.	1 per court, 3 courts, during event	4 - 6

VOLUNTEER REGISTRATION:

1. Contact Information:

First Name: _____ Family Name: _____
Full Address: _____
Home Ph: () _____ Work Ph: () _____ Cell. Ph/Other: () _____
Fax () _____ E-mail: _____
Birth Date (dd/mm/yy): ____ / ____ / ____ Age: _____ Gender: M / F

2. Volunteer Job You Wish to Register for:

1st Choice _____ Day/s: _____ Times: _____
2nd Choice _____ Day/s: _____ Times: _____

3. Comments:

Signature: _____ Date: _____

4. Recommend Another Contact for Volunteering:

Name: _____ Phone: _____ Fax: _____
Email: _____