

# **EXPLANATION OF OGBC MEET DUTIES**

**Greeter:** This person needs to be friendly and able let people know where they need to go. Admissions should be their first stop, whether they are paying by cash or credit card. Credit cards will be accepted at the table in the hall, and cash will be accepted at the windows (although we will be prepared to take credit cards there, too, if need be). Anticipate the needs of our guests. When they look lost, ask them if you can assist them.

**Admissions:** These people will collect entrance fees. Make sure you give the appropriate colored wristband (put it on their arm!!). Each day will have a different color, and weekend passes will be another. Guests must show their wristbands when they enter the gym. Adults (18-62) \$13; Kids (5-17) \$8; Seniors (62+) \$8; Gymnasts (in uniform, or who just competed and changed) and children under 5 are free. Weekend passes are Adults (18-62) \$20; Seniors (62+) and children 6-18 \$15; and gymnasts (in uniform, or who just competed and changed) and children under 5 are free. Please suggestively sell our Program to EVERY person paying for a wristband(s). They are \$5. Once the initial rush for each session is clear, be prepared to work in other areas.

**Security:** Check everyone as they walk in, to see if they've paid. Don't be afraid to ask people to show you their wristband. If they don't have one, kindly direct them to the admissions table. People will try to "slide by." Volunteers must have their name sticker on to enter the gym.

**OGBC Table:** You will be selling cookies, AWC leos, AWC bandanas and flowers. Sell! Sell! Sell!

**Volunteer Check-In:** You are responsible for checking volunteers in, as they arrive. You highlight their name, and then they initial either "check-in" or "check-out." Each volunteer will write their name on a sticker and wear it, so we know who they are. Everyone must check in and check out for setup, each meet session they are working, and teardown. Volunteers will not receive credit if they (or the person who they've signed up to work for their family) do not sign in and sign out. Volunteers will not be considered "in good standing" if they do not show up for the required times, or if they send someone to work who does not meet the requirements. If they are working sessions back to back, they do overlap. Have them sign in for both when they get there for the first one, then sign out for both when they are leaving the second one. After the initial check-in process you will be responsible for organizing belts and awards for the awards ceremony.

**Awards:** As the gymnasts begin to arrive to the awards area, three of you will start passing out the appropriate colored belt to the gymnasts. The colors are based on the number of years they've competed at AWC. 1<sup>st</sup> year is white, 2<sup>nd</sup> year is yellow, 3<sup>rd</sup> year is orange, 4<sup>th</sup> year is green, and 5<sup>th</sup> year is blue, and 6<sup>th</sup> year is purple. Make sure they sit far enough back from the podiums to allow

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room for everyone to walk up to receive their medals. They tend to sit as close as possible, so don't let that happen. The awards are handed to you for delivery. By the time belts and flowers are handed out, we should have the results. The people who handed out belts will be in charge of handing out medals. For the medals, one person will hand out gold and silver, then one will hand out odd #'d bronze (starting with 3<sup>rd</sup> place), and the third will hand out even #'d bronze medals. Please pay attention as names are being called out. The gymnasts tend to not know where they are going, so we need to direct them. Listen for ties, because one person may be handing out several medals in one place. The two people backing up should help them out, one standing on the odd #'s side and the other on the side of even #'s, because you are basically directing traffic. It's really important that we all pay attention, in order to keep things rolling. Please say something nice to each gymnast, as you are handing them their medal. Be sure to step way out of the way before the announcer asks the gymnasts to salute. We don't want to be photo bombers. Once awards have been handed out, make sure the awards area is clean & organized. Once you are finished, you will need to return to your "station" to train the next person. As stated, the boy's awards will be in the back gym. Awards will be handled the same exact way for boys, as they are for girls.

**Timers/Ribbons:** There will be cheat sheets on the judge's tables at each event. These sheets will explain exactly what is expected of you, even how to use the stopwatch. Practice using it before competition begins. For those of you assigned to "ribbons" for the fun meet competitions, there will be a sheet telling you the point range each ribbon color falls. The judge will tell you the score the gymnast received, and you will staple the appropriate ribbon to the card on the event they are competing. Make sure your stapler is filled ahead of time. There will even be a cheat sheet listing warm-up times. Obviously, the floor will have to wait until awards ends. In the meantime, please use a sweeper on the floor strips and vault runway, if necessary. Straighten up the judge's tables, check to see if you need more ribbons, straighten chairs, pick up garbage, fill staplers, if necessary, etc. wipe down the mats with a DRY MOP, make sure chalk is available, and fill water bottles (if they are using them). Then straighten up the judge's tables, check to see if you need more ribbons, straighten chairs, pick up garbage, fill staplers, if necessary, etc. Be sure to use the sweeper on the floor area and vault runway, if necessary. Being boys competition doesn't need all the volunteers that the girls competition requires, all floor and bar volunteers will need to also make sure the black gym is cleaned, and organized just as I have described above. Once you are finished, you will need to return to your "station" to train the next person. If you are working the last shift of the night, you will not be training the next person, so make sure the mints/candies are filled on the judges table. Everyone needs to help clean the stands.

**Music:** You will be playing the floor routine music for the gymnasts competing. The coaches will give you the order of the gymnasts, the order the music is to be played, and the device that will have the music preset on it. You will be giving instructions on how to work the sound system when you arrive.

**\*\*This year we will have 2 volunteers working together at each gym's music table\*\***

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**Inputters:** To keep the event moving smoothly, we provide 1 person per event per gym to take the handwritten score from the judge and type it into the iPad. You will also flag down the main scoring table if there are any issues.

**Scoring Table:** The scoring table support is responsible to make sure the technology for the gyms is functioning properly and monitoring to ensure scores are being entered correctly. At the beginning of each session, the iPads need to be programmed for the upcoming session, heat sheets need to be printed and distributed to judges, and scratches are scratched in the scoring system. At the end of each session, the iPads are collected, judge verification sheets are printed and walked over to the judges, and award sheets are distributed to each award area.

Let's continue to make this a great event that everyone won't forget. The success of the meet is dependent on the hard work and support from the OGBC membership. This is our main fundraiser for the year, and helps to keep our dues lower. We want to make sure the gymnastics, coaches, judges and spectators WANT to come back to AWC.

# **Thank you to everyone!!**