



**2018 VOLUNTEER & JUDGE PACKET**

## **Welcome 2018 Volunteers & Judges!**

We are excited to have all of you on our team this year! This packet contains a lot of information and all of it is very important to read through. Please make sure you understand all details of the packet and if you have any questions do not hesitate to reach out to us.

## **REGISTRATION PROCESS FOR VOLUNTEERS/JUDGES AND ATHLETES**

### **Volunteer Check-in Registration will be:**

**Saturday, July 21st from 6AM at Germain Arena**

At check in, you will be given your wristband for the weekend. If you as a volunteer need to check-in late, please email us at [vols@fitnationalevents.com](mailto:vols@fitnationalevents.com) with the subject as "Emergency Check-In." You will need to be approved for emergency check-in. If not approved, we cannot guarantee your position or gear. Please be mindful of this.

When you arrive on Saturday please use the Volunteer Entrance (side door – see map). The Volunteer table will be located right inside the Volunteer Entrance. Here you will check in and receive your assignment. This will be the process for Sunday as well. We ask that when you end your shift, you please check out at the volunteer table.

## **SCHEDULE FOR SET-UP & BREAKDOWN**

If you are planning or are interested in volunteering for setup and breakdown on the following days it would be greatly appreciated.

**Set-up - Friday, July 20th 12pm-7pm**  
**Breakdown - Sunday, July 22nd at end of event**

If you are interested please email [vols@fitnationalevents.com](mailto:vols@fitnationalevents.com) with the subject as "Set-up & Breakdown" and let us know what day and time you can join us.

## **TIME SCHEDULE**

Saturday – please arrive at 6:30AM and plan to be there until 5:30PM

Sunday - please arrive at 6:30AM and plan to be there until 5:30PM

## **UNIFORM AND GEAR**

All volunteers and judges will receive one shirt for the weekend. Judge's shirt should be visible while working on the WOD floor. You will be given the shirt when you check-in for your shift. Additional shirts are available for purchase if you'd like another.

Shorts/ Pants/shoes should be something you're comfortable in for 8-10 hours on your feet. Please remember to wear closed toed shoes.

**VENUE MAP**  
(from a distance)



**VOLUNTEER TABLE**

The volunteer table will be located inside the arena doors of the Volunteer Entrance, please see attached map.

1. Check in & check out - At the volunteer table please be sure to check in **every morning and check out every evening**. This is extremely vital to keep the staff organized.
2. Supplies – all supplies will be located at the volunteer tables. Supplies include: pens, stopwatches for judges, cleaning supplies for equipment, etc. Please return all supplies before leaving the arena.
3. Meals – all volunteers will receive 1 meal voucher per day. When you are on your break please come to the volunteer table to get your name checked off the meal attendance list and receive your food voucher. We will also provide grab and go breakfast food, coffee, and other drinks.

### **STICK WITH YOUR MANAGER**

Everyone will have a manager that they will need to report to for any problems, confusion, lunch breaks, etc. I have attached flow charts showing your department Lead. You will meet all of these people between Friday's meeting and Saturday morning before competition begins. If any additional problems arise with your Lead they will turn to their Director for a solution. Please respect your Lead and let them know if you need anything. We are extremely grateful for all of you, so if there's anything we can do to help you please don't hesitate to ask.

### **PARKING & DIRECTIONS**

All volunteers will receive a parking pass (must print) to use as free access for parking. Make sure to leave your parking pass on your dashboard. If you do not have a wristband yet, please print out your volunteer registration confirmation email to show the parking attendants.

Germain Arena is located off of Interstate 75  
11000 Everblades Pkwy exit (#143)  
Fort Myers, Florida 33928.

See map attached

- No consumption of alcohol will be allowed in the parking lot.
- Absolutely NO TAILGATING allowed on parking lot premises. (State "County Ordinance")

Directions:

**From the North:** Take I-75 to Exit 123 (Corkscrew Road). Head East on Corkscrew Road for approximately 1 mile. Turn left at Ben Hill Griffin Rd. The Arena is located on the left-hand side.

**From the South:** Take I-75 to Exit 123 (Corkscrew Road). Head East on Corkscrew Road for approximately 1 miles. Turn left at Ben Hill Griffin Rd. The Arena is located on the left-hand side.

### **VENUE RULES**

- Please keep wristband on throughout the event weekend. This will allow you to re-enter the venue without a fee.
- No weapons of any kind allowed in the venue.
- No pets of any kind allowed in the venue.
- No outside food and/or beverages allowed, per Germain Arena policy.

## VOLUNTEER/JUDGE DUTIES

### Athlete Liaison

- **Athlete Liaison** Assistants will lead the briefing of the WODS with the athlete prior to their heat.
- **Athlete Wrangler** Volunteers will gather the athletes after WOD briefing to bring them to the WOD floor entrance also known as “on deck area” where athletes will wait until the current heat is over to enter the WOD floor.
- **Athlete Liaison Staging** Volunteers will be at the on-deck/staging area. This volunteer will have a list of teams in each heat. When the athletes line up to go onto the WOD floor the volunteer will check the list to make sure all teams are at the on-deck area and they have the correct athlete numbers and scorecards.
- **Manager: Nichole Rheiner**

### Equipment and Logistics

- **Equipment and Logistics** Assistants will each oversee a WOD floor and the WOD floor support.
- Equipment Movers:**
- **WOD Floor Support** - volunteers will help move, change and clean equipment after each heat.
  - **Warm up floor supervisor and helpers** will oversee the warm up area and update & manage a whiteboard showing which heat should be in the briefing rooms, on the WOD floor, in the warm up area, etc.
  - **Manager: Mike Bergh**

### Scorekeeping

- **Scorekeeper - Runners** will collect the scorecards from the judges making sure the athletes and judges have both signed the sheet and written in their judge and athlete number. They will then give the scorecards to the scorecard supervisor.
- **Scorecard supervisor** will double check that all scorecards have been signed by athletes and judges. They will then hand the scorecards to the score keeper and score keeper assistant.

### Volunteer Team

- **Registration Table volunteers** will assist in the athlete check in process on Saturday and Sunday morning.
- **Volunteer Table volunteer** will assist the Volunteer Assistants with managing check in and check out of other volunteers during event and making sure equipment for judges and volunteers is organized and kept track of.
- **Miscellaneous** volunteers will assist in miscellaneous tasks
- **Manager: KaLynn Bellmore**

### Floater

- **Floater** volunteers will assist in miscellaneous tasks. Specifically checking in with Front of House Manager to relieve and take over for other volunteers so they can have breaks
- **Manager: Charles Arcario**

## Vendor Relations / Front of House Manager

- **Vendor Relations Volunteers** will assist Vendor Relation manager in directing vendors to their spots around the arena and helping them with their need; checking in with vendors throughout the day and making sure they have everything they need.
- **Manager: Stan Douge & Charles Arcario**

## Judging

- **Judges** will be assigned numbers this year, please be sure to add them to the scorecards; make sure JUDGE is visible on your shirt.
- Brad Davidson, Chris Negoescu, Edwin Comacho - they will be wearing red t-shirts for ease of finding them on the workout floor for any questions.
- **Chief Head Judge** : Mike Bergh
- **Head Judges** will report to the Chief. Your Head Judges are Brad Davidson, Chris Negoescu, Edwin Comacho