

Volunteer Position Description

Supervisor

Purpose of Role

The Supervisor's role at the CVI State Championships is to oversee the CVI State Championships and ensure a smooth delivery on a daily basis. The Supervisor is responsible for managing all volunteer roles and to ensure transparent communication and leadership to all adjudicators, coaches and participants.

Reporting Relationships

Competition Committee

Nature of position

The CVI State Championships Supervisor is a leadership role that facilitates and leads all areas of the CVI State Championships.

Duties and Responsibilities

- Be present at venue 60 mins prior to commencement of rostered section.
- Before the doors are open:
 - Set up dressing room 3 - dress racks, curtain screens, chairs/boxes - (helped by Door 3 person.)
 - Only the door nearest to section "C" to be left open. Place table across door nearest "B".
 - Liaise with the ticket box volunteer and supply appropriate programs.
 - Display white board, previously prepared, showing dressing room allocation and meal breaks outside booking in room (office).
- All meal breaks are listed in Dressing room book on each day. Advise MC of breaks.

Checking In: Team Championships only

- Check teams in at the Supervisor's table. Obtain pupil competing lists with numbers and compare with official CVI lists. Only official CVI forms to be accepted.
- Collect lighting sheets, and titles of Fancy items. Only official CVI forms to be accepted.
- Titles need to be duplicated - one for timers/adjudicators and one for MC. These Numbers/titles to be given to MC/timers (timers to pass onto Adjudicator). Prior to the start of the program.
- Ask for withdrawals. Programs showing any withdrawals and meal breaks should be placed in dressing rooms and coaches/MC informed – Door 3 person can help.
- Ensure that there is not more than two girls missing from each team. Minimum of 6 pupils on stage, except for Tinies Free and Rods, and Sub Juniors Clubs, Free and Rods when 5 may compete.
- Monitor that all teams have arrived and checked in.
- Refer to special rule for the Intermediates section regarding minimum number of participants (applicable in 2015 only).

- Ensure that all volunteers listed on the roster displayed in office have arrived. If there are gaps for duties such as Theatre Door approach competing clubs to provide volunteers. Volunteers will be given Parking Token and refreshments.

Lighting/ Curtain Requirements

- Lighting/curtain cues sheets to be collected when coaches book in, and passed onto lighting and curtain personnel prior to commencement of session. Only official CVI forms are to be accepted.

Throughout performances:

- Timers will advise of any breach of rules or timing penalties as they occur, via MC (using headphones at Besen).
- For breach of rules, Supervisor will collect penalty sheets from timers. If timing penalty, forms are at the MC's table to be completed. Supervisor to advise the coach of the team which has incurred the penalty immediately. Penalty form to be signed by coach to be returned to timing table.
- A copy of Competition Rules will be available in the Supervisor's office and at the timing table to officiate any disputes. Consult with adjudicators/timers if necessary.
- Prepare a Dressing room whiteboard, Titles book and dressing room/coaches passes for next session.)
- Provide all volunteers, adjudicators and DVD operator with a Parking Token (Besen only).
- Check toilets are clean and have toilet paper –if paper required check with theatre technician.

Aggregate

- At the completion of section, (not Part One if split session) have winning Aggregate Medallions ready for registered pupils in that section only.
- Have Aggregate trophies and medallions backstage at end of program.
- All tinies teams are awarded a 'participation medallion' Prepare bundles of medallions according to number of competitors noted on the team's pupil list.

Incidents

- There is an incident folder. Forms to be completed in detail, witnesses, treatment carried out, ice pack supplied etc.
- Forms to be completed by all required individuals

First Aid

- ALL clubs should carry their own ice packs and First Aid Kits, strapping etc.
- Under no circumstances should the Supervisor administer to anyone headache tablets, panalgesic etc or band aids

Conclusion of the Session:

- Please hurry everyone from dressing rooms at end of session as another session may be coming in.
- Check dressing rooms after each session for excess rubbish, and lost property. Empty bins and replace garbage bag.
- Please make note of any dirty or messy dressing rooms and the Clubs who used them.
- Sign out at Theatre when everyone has left.
- When removing CVI signs, please return them to the designated folder making sure that Blue Tack has been removed.

Qualifications

- AASC Inclusive Education Course (Optional)

Practical Experience

- Vast experience across the volunteer roles at the CVI State Championships where relevant.
- Member of the CVI State Championships Committee.
- Knowledge and understanding of Calisthenics.
- Specific understanding of CVI State Championship competitions.
- Demonstrated experience of working with people with a disability (preferred).

Interpersonal and Communication Skills

- High degree of competency of oral communication skills.
- Capacity to work independently and as an effective member in the volunteer team.
- High level of interpersonal skills to develop and maintain effective communication with the broad cross section of Calisthenic stakeholders.

Other Skills and Qualities

- Demonstrated ability to manage multiple tasks
- Ability to motivate and empower staff, volunteers and members.
- Ability to maintain confidentiality and identify with the philosophy of the CVI's mission.
- Ability to solve problems and use initiative.