

## Volunteer Tent Manager Instructions

The Volunteer Tent Manager has the following tasks:

1. Tend to the general wellbeing of the Volunteers throughout the show
2. Help set up the volunteer tent, badges, equipment, etc. before the event begins
3. Check in each Volunteer:
  - a. Mark the check in list
  - b. Assure they have their badge, goodie bag and equipment, if any
  - c. Tell when and where the briefing will occur
  - d. Tell where their station is located
  - e. Tell when they must be on station
  - f. Find out any special needs for transportation, etc
4. Inform Volunteer Coordinator of missing volunteers
5. Sign up "walk in" volunteers to vacant positions
6. Make sure that volunteers leave the tent on time
7. Arrange for transportation as required with hospitality and scorerunners.
8. Check in each Volunteer Bucket:
  - a. Make sure all equipment is accounted for per bucket contents card
  - b. Pull backup sheets off clipboards and have volunteer deliver to Scorer
  - c. Inform hazard teams that HO, HOA and Official Timer must stay until released
9. Consolidate to a single bucket each
  - a. Stopwatches
  - b. Radios
  - c. Flags & Vests
  - d. Misc. Hardware – Bells, whistles, etc.