



## 2017 Canada Summer Games - Volunteer Position Description

<b>Position Title:</b>	Scheduling/Results Rep
<b>Function:</b>	Sport Operations
<b>Reports To:</b>	Sport Chair
<b>No. of Positions:</b>	19

The Scheduling/Results Rep is a volunteer position on each Sport Organizing Committee who will work closely with Sport Chair, other volunteers and staff as required, to ensure all scheduling and results elements of the Games are planned for. Overall, these elements include, practice and competition schedule, timing/scoring systems, and Gems.pro results capture and display.

### **Duties & Responsibilities:**

#### Pre-Games

- Attend all meetings as outlined by the Sport Chair
- *Scheduling*
  - Develop a sport specific practice and competition schedule to be approved by the CGC and NSO Technical Rep (template to be provided)
  - Develop a sport specific practice reservation/cancellation system as required
  - Create a sport specific schedule change flow chart for Games time schedule changes (template will be provided)
  - Work with Host Society IT and Sport departments to ensure proper transfer of schedule into Gems.pro
- *Results*
  - Confirm primary and secondary statistics to be collected during competition (score, time, distance, etc.)
  - Confirm equipment required to collect results
    - Timing equipment
    - Hardware
    - Software
  - Collect and provide copies of manual forms used to tabulate results for the event. This could include heat sheets, game sheets, and event statistics sheet
  - Confirm how final standings are determined
    - Preliminary rounds
    - Medal rounds
  - Confirm how results are displayed at venue
    - To general public during game/match/event (i.e. scoreboard)
    - To participants post game/match/event (i.e. result boards)
  - Work with Host Society staff on procurement of results related equipment
  - Work with Venue Team to determine venue set up for results collection
  - Work with Host Society IT and Sport departments to ensure Gems.pro is correctly set up to display sports results
  - Training of Games Time results volunteers