



IBU
WORLD CUP
BIATHLON



CANMORE

2023 / 2024
VOLUNTEER

AREA ROLES & DESCRIPTIONS



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WELCOME VOLUNTEERS,

Below are general descriptions of the various areas/sections requiring volunteers. Please think carefully about the role you volunteer for and/or have been assigned. Your assigned role is based on the registration information you provide(d). If you have been assigned a role you are not suited to do, please let us know as soon as possible.

All volunteer roles are full-day commitments. We cannot accommodate shared or part day roles due to accreditation issues and logistics. As well, if you commit to a day, please do what you can to keep it available. Last minute changes do happen and can be very challenging for the organizers to manage.

As a volunteer for the International Biathlon Union (IBU) Events you will not only be responsible for your role, but will also be an ambassador for the sport, the event, and the Canmore community. We want everyone to feel welcome and respected. We, Canadians, are known for our diplomacy, warmth, and friendly smiles.

HOW TO USE THIS GUIDE

The volunteer roles are categorized under their sections and organized alphabetically. There is a Legend with icon that represent characteristics of a role. These characteristics do not necessarily apply to *all* roles within that section.

IF YOU HAVE ANY QUESTIONS OR ARE UNSURE IF A ROLE IS RIGHT FOR YOU, EMAIL US AT VOLUNTEER@CANMOREBIATHLON.CA

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LEGEND



Outdoors : These roles are outside in the elements; dress according to your level of activity outside. Layers are your best friend, expect anything from a snow storm to a warm sunny spring-like day. Sunglasses are a must.



Indoors : These roles are inside. Though you may (and will likely) need to move between buildings at some point. Still bring your winter jackets, hats, mitts, and sunnies.



Active : You are likely moving around in these roles. Movement may vary from walking pace, to running. See role description for details.



Stationary : These roles do not require much movement. But they may not necessarily be sitting, you may be standing still. Some are inside at a desk and some are outside and stationary - dress appropriately.



Multi-day commitment : These roles are likely as part of a team assigned to a specific task required throughout the event. Only volunteers able to commit to multiple days (usually all race days) can be assigned to this role.



Good eyesight : These roles require good eyesight and precision.



Social : These roles are social! You may be interacting with spectators, athletes, the public, and fellow volunteers. A volunteer in these roles is great with people and enjoys having a chat.



Physical : These roles involve a varying degree of physical labour. There may be heavy lifting involved - see specific roles for details



Complex : These roles require a higher level of concentration and attention. They can involve some sort of tracking/record keeping and may require your full attention for a period of time.

ACCESS CONTROL



Access to the IBU Biathlon venues is restricted and requires accreditation or tickets to be allowed appropriate access. Access Controllers will be stationed throughout the venue.

Volunteers should be comfortable asserting authority as well maintaining a positive and friendly environment.

Roles include : Access Controller, Parking Attendant

ACCREDITATION



With the exception of spectators, everyone at any of the IBU events must be accredited. All athletes, coaches, support staff, media, volunteers, officials, etc. must obtain accreditation passes to allow them access to appropriate parts of the various venues. Volunteers working in this area will be working with computer systems, taking photos, and printing. Service-minded volunteers here must be comfortable with projecting authority while being welcoming. This area is also often a source of information for the entire event.

Roles include : Accreditation Assistant

CEREMONIES / PAGEANTRY



We pride ourselves on delivering a world class experience for this world class event! Volunteers as part of ceremonies and pageantry will be at the heart of the celebration of this sport. This role is great for young volunteers who require an adult to accompany them during their shift.

Roles include : Presenter

COMPETITION OFFICE



The Competition office is a sophisticated information centre that supports athletes/teams, fields questions, supporting jury and IBU representatives, organizing team leader meetings, managing registrations, bib distribution, wax room assignments, etc. It is where all the results come in to be compiled and distributed. It is a highly administrative area and requires people who are service-minded, highly organized, capable of working in a very hectic environment and always able to keep

a cool head. Multi-lingual skills are always helpful and appreciated as is familiarity with Microsoft Office applications.

Roles include : Competition Office Assistant

COURSE



Course volunteers are responsible for ensuring the ski trails are well maintained and safe for both training and competitions. These roles are outdoors with exposure to the elements for lengthy periods. While in these roles, you will experience the thrill of the skiing aspects of the competition while being mindful of the activities of spectators and support crews. Course volunteers do not need to be able to ski unless they have signed up for the forerunner role. The course also includes controllers who track the laps of athletes at stations along the course, this role requires the volunteer to identify the bib number of the athlete as they ski by. Join the course team and see the world's best biathletes up close and in competition!

Roles include : Course Controller, Course Setup/Maintenance/Takedown, Course Pre-Event Setup

HOSPITALITY / SPECTATOR SERVICES



There are a wide variety of areas requiring hospitality services including greeting and welcoming teams, officials, the public, spectators, and fellow volunteers; providing information and language support. Fluency in Italian, French, or German and other languages are an asset. Greeters are stationed throughout the venue, there are stations both inside and outside with the option of going between.

Roles include : Airport Hosts, Economic Development Surveyors, Greeters, Team Hosts, Spectator Services

RANGE



Working at the shooting range is often fast-paced and requires speed and accuracy, but it allows you to be close to the action. Several levels of recording are present to ensure accurate recording. Results are recorded both electronically and manually. Results are then sent to the Competition office and collated. It is critical that all volunteers

participate in ensuring the range is safe and secure by watching that firearms are being handled appropriately and that the range can be navigated safely by athletes, officials, and volunteers by keeping it free from extraneous activity and debris.

Range Recording is a very attentive position and requires fine eyesight. The ZERO Board prep position is in a heated environment.

Roles include : Range 3rd Line, Range Electronic, Range Pre-Event Setup, Range Setup/Maintenance/Takedown, RSO, Sweeper, Target Maintenance, ZERO Board Prep

STADIUM



This crew has a variety of roles in the heart of the venue - the stadium. Stadium Crew ensures the proper functioning and safety of everything around these areas. Assignments in Setup/Maintenance will involve setting up fences, whiskers, v-boards and reconfiguring the Stadium throughout the week for the different types of races. This setup work takes place early in the mornings and maintenance throughout the day. Stadium Crew jobs are very physically demanding; there is a lot of lifting, pulling, etc.

The Equipment Checks team will be responsible for doing equipment checks before and after races.

the Fluortesting crew requires volunteers who are familiar with cross country skis and are highly attentive to detail.

Clothing Exchange involves carrying tote bins through the tunnel (under the course) quickly.

The Podium Setup/Takedown team will require commitment to all race days and involves heavy lifting and attention to detail.

Roles include : Pre-Event Setup - Banners, Clothing Exchange, Equipment Check, Stadium Setup/Maintenance/Takedown, Fluorotesting, Podium Setup/Takedown

TIMING



A variety of duties may be assigned to this group from marshaling athletes in the start area, pre-calling and recording the order of finishes, etc.

*Good vision (to read bib numbers from a distance) and attention to detail is required for most tasks. One should be comfortable with electronic data recording for some roles such as starter. Transponders are required to bend down to attach a chip to the athletes ankle.

Roles include : Handover Zone, Kurvinen Responders, Manual Backup Int Range, Manual Data Entry, Manual Finish, Manual Start, PL Recorder, Starter, Transponders

VOLUNTEER OFFICE



This area will be the central meeting place for volunteers where they will check-in/out, get up-to-date information, directions, refreshments, hand warmers, meals, swag bags and so on. Volunteers will be needed to assist in checking volunteers in and directing them to meeting locations. Volunteers will work with the caterers to ensure food and beverages are available, as needed. Volunteers in this area should be able to maintain a friendly and organized environment. The volunteer room ebs and flows with the timing of the races, similar to many retail environments, the volunteer office is at times very quiet but turns into a bustling place in just moments.

Roles include : Volunteer Office Assistant

PLEASE NOTE :

Volunteer role requirements are subject to change. This document is to be used as a brief guide to volunteer roles and is not exhaustive of all the duties that a volunteer role may entail.

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