

TESS Sports Meet - Volunteer Guidelines

1. Before the Event

- **Be Punctual:** Arrive at least 15 minutes before your assigned shift to check in and receive instructions.
- **Dress Appropriately:** Wear comfortable clothes and shoes. If you don't have the official volunteer T-shirt, one will be provided (or order in advance).
- **Bring Essentials:** Please bring your own sun and rain protection and any personal medication you might need. Water and snacks will be provided for you.
- **Know Your Role:** Review your assigned area and responsibilities. Feel free to ask questions if anything is unclear.

2. During the Event

- **Be Friendly and Helpful:** You are often the first point of contact – a smile goes a long way!
- **Respect All Participants:** Treat athletes, spectators, staff and fellow volunteers with respect and patience.
- **Follow Instructions:** Listen to your team leaders or committee members. They are there to support and coordinate you.
- **Stay Safe:** Keep an eye out for hazards. If you notice anything unsafe or experience an emergency, report it immediately.
- **Stay Sober:** Drugs and alcohol are strictly prohibited during your shift.
- **Represent the Event:** Be mindful of your language and behavior. You're part of what makes the event memorable!

3. Volunteer Tasks Might Include

- Supporting athletes and guests
- Setting up or packing down event areas
- Managing the info booth or registration desk
- Assisting with logistics and deliveries
- Helping with crowd guidance and safety
- Providing support in catering or cleanup
- Sport guidance

4. 🕒 Breaks and Meals

- **Scheduled Breaks:** Breaks will be scheduled by your team leader based on your shift and responsibilities. Please stick to the agreed times.
- **Lunch Vouchers:** A lunch will be provided via meal vouchers (bons), which you'll receive at check-in or from your team leader.
- **Stay Hydrated:** Water will be available throughout the day
- **Special Needs:** If you have food allergies or dietary restrictions, please inform us during registration.

5. 📞 If You Need Help

- You will be assigned a contact person or team lead. Save their phone number!
- For emergencies, follow the instructions provided during the safety briefing on the event day.

6. 🧹 After the Event

- **Clean Your Area:** Before leaving, please tidy up the area you were responsible for. Leave it as you found it – or even better!
- **Check Out:** Don't forget to check out with your team leader or a committee member before you leave.
- **Return Items:** Hand back any borrowed equipment (e.g., T-shirts, badges, vests).
- **Join the Celebration:** We warmly invite all volunteers to join the thank-you moment at the end of the event.
- **Share Your Feedback:** We may send a short feedback form – your input helps us grow and improve.

❤️ Final Note

We're really glad to have you on board! Volunteers like you are what make this event possible – and fun. Whether you're helping behind the scenes or right in the middle of the action, your support means a lot.

Thanks for jumping in, showing up and making it awesome. We can't wait to see you at the event!