



**THE VANCOUVER 2010 OLYMPIC TORCH RELAY COMMUNITY CELEBRATION
VOLUNTEER APPLICATION FOR DECEMBER 30, 2009**

Last name: _____ First name: _____

Address: _____ City/PC: _____

Phone (home): _____ (work): _____

Email address: _____

Have you ever volunteered before? Yes ____ No ____

Do you have any special skills/certifications? Yes ____ No ____

If yes, please list: _____

Will you require a Volunteer Certificate for your high school? Yes ____ No ____

Volunteer Positions: *(for more detail please see attached volunteer job descriptions)*

Please select from the position(s) below, numbering them 1-5 (1 being the position you're most interested in volunteering for.)

- | | | | |
|-----------------------|-------|-------------------------|-------|
| A) Security | _____ | G) Program Activity | _____ |
| B) Parking | _____ | H) Supplies/Maintenance | _____ |
| C) First Aid | _____ | I) Stagers | _____ |
| D) Setup/Take Down | _____ | J) Show Runners | _____ |
| E) Setters | _____ | K) Media Relations | _____ |
| F) Mascots & Handlers | _____ | L) Other | _____ |

Volunteer applications may require a current (3 months) Police Records Check.
(Please mark the above box if attached.)

Please note some volunteer positions my requirements post event training.



VOLUNTEER MEDICAL INFORMATION

Please provide the requested information to the City of North Bay and VANOC staff so we may assist you in the event of a medical emergency.

Emergency contact person: _____

Telephone # (home): _____ (work): _____

Doctor's name: _____ Telephone #: _____

1. Do you have any allergies? Yes ___ No ___

If yes, please list. _____

2. Do you have a disability that you would like the City of North Bay and VANOC staff should be aware of to help ensure your safety and comfort? Yes ___ No ___

If yes, please list. _____

Authorization for collection of personal information:

A signature is required. Please present a signed copy of this application form to the 2010 Vancouver Olympics Torch Relay Community Celebration Committee. Those under 18 years of age will require a parent/guardian signature as well. As a volunteer with the Olympic Torch Relay, I hereby agree to work under the direction and control of authorized employees of the City of North Bay and VANOC. I further agree to follow all guidelines and standards set by the City OF North Bay and VANOC. I realize that an authorized employee may terminate my services without notice. I also acknowledge that the City of North Bay and VANOC does not carry disability or Worker's Compensation benefit insurance for my benefit. By my signature on this application, I authorize the verification of the above information and any other necessary inquiries, which may be needed to determine my suitability for a volunteer position with the 2010 Vancouver Olympics Torch Relay Community Celebration.

Signature of Volunteer: _____ Date: _____

Parent or Guardian: _____ Date: _____

City of North Bay staff: _____ Date: _____

Community Celebrations Volunteer Requirements

All activities associated with the production of the Vancouver 2010 Olympic Winter Games require the commitment and participation of its volunteers. This is certainly the case with torch relay community celebrations.

Below is a brief description of the various roles and responsibilities that require volunteer crew support. *It is essential that persons wishing to participate be able and willing to perform the described roles as well as agree and commit to the time requirements outlined.*

Please direct any questions you may have regarding volunteer crew roles and responsibilities to your VANOC community celebrations operations manager.

We look forward to working with you in producing an extraordinary and memorable community celebration.

Total: 25 volunteer crew required

Stagers (8 volunteer crew)

Stagers provide the "muscle" for the celebration staging team. Volunteer crew for this team must be able to lift and carry up to 20 kilograms (44 pounds). They must be able and willing to work in all extreme outdoor weather conditions with limited breaks. This role is not for the light-hearted but is truly the critical backbone of the celebration production team! Must be 18 years of age or older.

Assist the celebration crew with:

- Set-up and tear down of tents.
- Installation of audio/video gear.
- Unpacking gear from the equipment truck.
- Set-up and tear down of media risers.
- Assist with the torchbearer corridor when the community torchbearer arrives.

Time required: 4 to 5 hours before the celebration starts and 2 to 3 hours after the celebration ends. There are very limited duties during the celebration itself.

Attire: Warm and comfortable work clothes and work gloves.

Security (6 volunteer crew)

The security crew set up directional/control signage and then control access to secure areas of the celebration site. These crew members must be reliable and trustworthy.

Assist the celebration crew with:

- Set up and tear down of "back of house" security fencing and media coral.
- Set up and tear down of directional signage.
- Staff security checkpoint positions.

Time required: 2 to 3 hours before the celebration starts, 1 to 2 hours after the celebration ends and for the duration of the celebration.

Attire: Clean, warm clothing and work gloves.

Setters (2 volunteer crew)

Setters serve as hospitality and location managers. They must be able to lift folding tables and chairs, help deliver and set up personnel holding areas, and maintain clean and orderly areas. The physical demands of this team are minimal; warm personalities and commitment to detail and hospitality are essential.

Assist the celebration crew with:

- Set-up and tear down of tables/chairs in the green room and production tent.
- The hospitality team during the celebration.

- Keeping the production tent and green room clean and tidy.

Time required: 2 hours before the celebration starts, 1 hour after the celebration ends and for the duration of the celebration.

Attire: Warm clothing and a smile!

Show Runners (3 volunteer crew)

Show runners serve as production assistants to various departments during the set-up hours and then as operational personnel during the actual celebration.

Runner (1 volunteer crew) – assist the celebration crew and:

- Must have a strong working knowledge of the local neighbourhood
- Have access to a car or van.
- Be dedicated to sourcing any last-minute items that are required for the celebration.
- Assist the operations manager with general duties if nothing is required off-site.

Time required: 3 to 4 hours before the celebration starts and for the duration of the celebration.

Attire: Warm clothing.

Talent wranglers (2 volunteer crew) – assist the celebration crew by:

- Helping to bring the various performers and groups from holding areas to the stage for their performances.

Time required: 2 hours before the celebration starts and for the duration of the celebration.

Attire: Warm clothing – preferably black.

Mascot Performers and Handlers (4 volunteer crew)

The mascot crew is required to execute the mascot performance at the celebration.

Mascots (2 volunteer crew):

- Will be trained by the advance coordinator to perform in costume as the Vancouver 2010 Olympic mascots Quatchi and Miga.
- The ideal height range to perform as Miga is 155 cm to 163 cm (5'1" to 5'4").
- The ideal height range to perform as Quatchi is 178 cm to 188 cm (5'10" to 6'2").

Mascot performers should be reasonably fit and able to withstand the heat, weight and other physical limitations of the costumes. The weights of the costumes vary from 10 to 15 kilograms (22 to 34 pounds). Due to the design of the costumes and physical requirements of mascot appearances, not all volunteer candidates may be suitable to be a mascot performer.

Time required: Mascot performers must attend a 1 hour video training session conducted by the advance coordinator 2 days before the celebration. On the day of the celebration they must be available approximately 2 hours before the start of the celebration until 1 hour after. Mascot performers will be in costume for approximately 30 minutes before the show commences and for approximately 15 minutes at show's end.

Attire: Performers will be most comfortable wearing athletic type shorts, T-shirts and socks. Performers should also bring back-up clothing, a towel and water or juice.

Mascot handlers (2 volunteer crew):

- Are required to be able to lift 18 kilograms (30 pounds).
- Unpack, organize and repack the mascot costumes.
- Guide and manage the movements of the 2 Olympic mascots during their appearances.
- Are responsible for the final packing of the costume for transport to the next site.

Time required: Mascot handlers must be available for a 1 hour video training session conducted by the advance coordinator 2 days before the celebration. On the day of the celebration they must be available approximately 2 hours before the start of the celebration until 1 hour after.

Attire: Warm clothing and an enthusiastic “can do” attitude!

Media Relations (2 volunteer crew)

Media relations crew will assist the VANOC media specialist with setting up a media registration desk and the media zone as well as staffing these 2 areas.

Media zone host (1 volunteer crew):

- Assist with the set up of the media zone.
- Control access to the media zone.
- Refer media questions to the lead media specialist on site.
- Should be a strong character that has the confidence to turn back unauthorized individuals.

Media registration host (1 volunteer crew)

- Install media table/sign and welcome media.
- Assist with media registration.

Time required: 2 hours before the celebration starts, 1 hour after the celebration ends and for the duration of the celebration.

Attire: Warm, clean clothing and a smile!

Special Situations

All Hands (if required – everyone is asked to help in this situation)

All hands are needed to install truck-plywood roadways if the celebration is scheduled for a grass/soft field. This eases the movement of vehicles.