



## PVM VILLAGE VICTORY CUP

# Volunteer Roles

### Set-Up/Clean-Up Crews

#### General Set-Up Crew (8+)

- Set up tables/chairs (volunteer check-in, village/resident check-in, score table, sponsorship tables)
- Place table tents on tables (registration, scoring, Villages)
- Transport/place event equipment in the appropriate location

#### Events Set-Up Crew (6-8+)

- Throughout the day, set up for each event using diagrams provided

#### Clean-Up Crew (8+)

- Return the host site to the same or better condition it was in prior to the start of the PVM Village Victory Cup (e.g., picking up trash, etc.)

### Registration

#### Registration (6-8)

- Volunteer check-in (check off names, distribute volunteer shirts, etc.)
- Checks-in Villages as they arrive
- Provide Villages with Registration Packets
- Record the total number of residents present/participating for each Village on the appropriate form, and submit the completed form to Runners to take to Scorer's Table for further processing

#### Welcome Cheer Team (4)

- Stand outside and in the lobby to greet teams as they arrive and cheer
- Encourage teams to sing their chants if they have them
- Guide team staff to the registration table

#### Ushers (4)

- Usher teams to their table as they arrive at the venue
- Make sure team staff has checked in at the registration table

## Score Keepers

*The score keepers calculate and record both the individual/team event winners and the overall Village Victory Cup winner.*

### Medal Events Score Keeper (5-10)

- Receives ALL entry/results cards from the Runners
- Sort the entry/results cards to determine medal winners and marks entry/results cards accordingly
- Record medal winners on the Medal Score Sheet
- Send completed Medal Score Sheets to the Announcer
- Send entry/results cards to Individual Village Score Keepers for further processing

### Welcome Cheer Team (4)

- Receive entry/results cards from Medal Events Score Keeper
- Sorts cards by village and event
- Record points earned by each village on appropriate Individual Village Score Sheet
- When completed, send Individual Village Score Sheets to the Final Score Keeper for further processing

## More Support Roles

### Lunch Helper (2-4)

- Assists with delivery of food to competitors

### Runners (5)

- Collects entry/results cards from timers/courtside officials after every heat/round and brings them to the Medal Events Score Keeper for further processing

### Medal runners (4)

- Distribute gold, silver, and bronze medals to winning residents after the conclusion of each game/ event

We ask that all volunteers arrive at 8:30 am on that day of the event, and we anticipate the event will be over around 3:30 pm. If you are interested in volunteering but cannot stay for the full event, please let us know and we will do our best to accommodate these requests.



To help us plan for the day, please fill out the brief form at <https://pvm.org/about-us/volunteer-pvm-village-victory-cup>

If you have any questions, please contact Tabatha Maxwell at **(248)-281-2041** or [tmaxwell@pvm.org](mailto:tmaxwell@pvm.org)