



PEI 2023 Canada Winter Games - Volunteer Position Description

Position Title: **Scheduling & Results Representative**

Functional Area: Sport Operations

Reports To: Sport Lead

No. of Positions: 18 (one per sport)

The Scheduling/Results Representative is a volunteer position on each Sport Organizing Committee (SOC) who will work closely with Sport Lead, 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 Lead
- Scheduling
 - Develop a sport specific practice and competition schedule to be approved by the CGC and NSO Technical Representative (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, etc.
 - 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

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- 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

During Games

- Scheduling
 - Troubleshoot for any scheduling related problems or delays including following rescheduling procedures, if required
 - Update Sport schedule, as required
 - Communicate changes to Sport Schedule to Venue Team
 - Oversee Games Time Results volunteers
 - Work with Sport Lead and NSO Technical Representative to ensure smooth flow of results from Field of Play (FOP) to Main Results Centre
 - Troubleshoot any results related issues with NSO Technical Representative, Sport Lead and Main Results Centre
 - Communicate any delays in results processing or posting to Main Results Centre
 - Report any errors in results to Main Results Centre
 - Update sport results boards as required
 - Collect electronic version of all signed final results and upload to Google Drive

Skills and Knowledge:

- Intimate knowledge of all aspects of scheduling and results as it relates to specific sport
- Ability to work well with volunteers and staff
- Team player

Time Commitment:

- Attendance at SOC meetings, as required
- Full availability for assigned events during Games time, including 1-2 days prior to Games for FOP set-up



- Availability 1-3 days post Games to complete FOP decommissioning
- Provide feedback post event, if required